ROBBINS LIBRARY ARLINGTON MASSACHUSETTS

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Meeting of the Board of Library Trustees
Wednesday, August 20, 2013

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:20. In attendance were trustees Joyce Radochia, Barbara Muldoon, Frank Murphy, and Adam Delmolino. Diane Gordon and Heather Calvin were absent. Also in attendance: library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

Motion to approve (Adam Delmolino). Corrections: "Joyce Radochia and Barbara Muldoon conferred and came up with a slate" (re: elections). Simplify section re: new trust fund liaison. Frank Murphy seconded, pending corrections.

Communications

Two thank-you notes from Children's Staff (Pam and Laura) for professional development opportunity.

Community Time

No Members present.

Director's Report

Very busy summer, lots of hiring. Update on bookkeeper hiring process. Ryan explained Karen Burke will come on Tuesdays and Fridays to help with billing/payroll while the hiring process continues. Discussion ensued re: parting gift from Trustees to Ellen Porretta. Decided: $150 gift certificate to Mahoney's, which Mr. Murphy will present at the party on Friday. Ryan described the RFID project at Fox. Mr. Murphy suggested creating a letter for Capital Planning Committee describing what will happen at Fox. Ryan pointed out that getting RFID is becoming more of a necessity due to increased circulation.

Town Day Booth

September 21 is Town Day, 9:00 am to 3:30 pm. Ms. Fennelly volunteered for 9:00-11:00, Ms. Radochia for 11:00-1:00, Mr. Delmolino for 1:00-3:00. Ryan wants to bring staff out to the booth, and Trustees support this idea. Wall update: landscaping on the wall will be done in the Spring.

Approval of FY 2014 Trustee Goals

Decision was made to wait until after the Strategic Plan is in place to revise/reinvent the Trustee Goals. Maybe Ms. Gordon is a good candidate to revise—she will be liaison to the Strategic Plan. Addition suggested for Trustee Goals to add language about supporting the Foundation.

Approval of FY 2014 Administration Goals

This document has been updated, but will continue to be revised as the Strategic Plan goes forward. Ryan mentioned that Arlington has a new Energy Manager, Ruthy Bennett,and she is

leading the initiative to make the library more energy efficient. Board asked about untethering the computers, and Ryan explained the decision. Mr. Delmolino asked about whether the library is considering tablets, and Ryan confirmed that we are looking at that for the future. Mr. Murphy asked about wifi connectivity in the library, and Ryan confirmed that it was recently upgraded (Friends funding). Trustees will wait until September meeting to approve the FY 2014 Administration Goals, and Ryan will highlight the changes and send them out.

Report of FY 2013 Russell Fund Expenditures and Initial Discussion of FY 2014 Russell Fund Allocations

Trustees reviewed the requests. Ms. Muldoon will take care of the Russell Fund accounts for September. Ellen or Ryan can calculate how much has been spent this summer already.

Report of FY 2013 Trust Fund Expenditures and Initial Discussion of FY 2014 Allocations

Trustees reviewed the requests. Ryan made note of Special Fund request for $1K from the Barry fund to co-sponsor the Philharmonic concert. Ms. Fennelly will ask John Worden about using funds. Mr. Murphy will go through John Worden transmittals, and determine when we can have access to the trust fund money. Discussion ensued. Ms. Fennelly will review the Worden transmittals to see what's what before she contacts John Worden. Typo correction from Ryan: last column on each page of Trust Fund requests should say “Requests” not “Available.”

Schedule of Sunday Openings

We have $16,052. We have a little over $32K for Sundays. We are short $8K to fund Oct-May. Banners; thermometer for the lobby was discussed. Ryan mentioned that we have 80% and asked whether Trustees would vote to fund. Board’s preference is to wait until after September so there’s time to send out a plea to the Arlington list, and to post something at the Town Day booth. Ms. Fennelly recommends sending a letter to the Town Manager in October so he can be thinking about Sundays for the December budget proposal.

FY 2014 Russell Fund Report

Ryan wants to get together with Coordinator Karen Dillon to go over the report before presenting it to the Board.

Strategic Planning Status Report

Stephen Spohn came and met with Ryan, Andrea, and some staff. Ryan will finalize timeline with Mr. Spohn soon.

Initial Review of Policy: Collection Development

Italics are where changes were made. Andrea will provide summary document to the Board to clarify the changes.

Foundation Update

At a recent Foundation meeting Richard Duffy presented on named funds; talked about what different libraries are doing re: level to “get in the door.” Ryan has Powerpoint slides that can be

shared. The Duffy Fund has been established, and the Foundation has a bank account. Attorney General approval is still pending.

Friends Update

Friends granted all library staff fund requests for FY14 (hooray). Mr. Murphy suggested that attending the Joint Friends of the Libraries of MA meeting in October would be beneficial.

Unanticipated Items

No unanticipated items.

Date of Next Meeting

Monday, September 16, 2013, 7:15 pm.

Adjournment

9:20 pm (Frank Murphy/Joyce Radochia)

Materials Distributed

- Meeting agenda
- June 2013 meeting minutes
- Summer 2013 Director's Report
- Board of Trustees Goals and Objectives FY 2014
- Robbins Library FY 2014 Goals and Objectives
- Russell Fund Draft proposal for FY 2014
- Russell Fund FY 2013 report
- Trust fund request spreadsheet for FY 2014
- July 2013 Circulation statistics
- Overdrive Activity report

Meeting of the Board of Library Trustees
Thursday, June 13, 2013

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:21. In attendance were trustees Diane Gordon, Joyce Radochia, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

The trustees reviewed the minutes from the May 14 meeting and approved them. Ms. Radochia abstained because she was absent on May 14. (Adam Delmolino/Frank Murphy)

Communications

Joyce Radochia attended the Rotary banquet on Tuesday, June 11. Many Arlington citizens were honored, including John Deyst, one of the library's Finance Committee Liaisons.

Community Time

No members of the community were present.

Election of Officers

Ms. Radochia and Ms. Muldoon conferred and came up with a slate: Ms. Fennelly for Chair and Heather Calvin for Vice-Chair for one-year terms. Vote passed unanimously. Ms. Fennelly suggested that Frank Murphy take over as trust fund liaison and that Mr. Murphy, Ms. Muldoon, Ms. Fennelly, Ryan, and Ellen Porretta meet in July once the June 30 statements are in to discuss how budgets are determined, etc.

Director's Report

New format. Mr. Murphy suggests a condensed numbers section. Ms. Gordon suggests a numbers narrative, e.g. schools enrollment is up; younger families are using the branch library. Overdrive numbers: is it possible to obtain new users vs. repeat users? Mr. Murphy suggests including numbers every 6 months or every 3 months. Ryan is considering emailing stats to Trustees monthly, instead of including them in every Director's report.

Robbins Library Print Fund Coordinator Salary and Russell Fund Coordinator Salary

Discussion re: how to handle Vicky Slavin's salary. She always got the standard union increase when she was employed as part-time staff and Print Fund Coordinator. A 2.75% increase in FY14 is the union increase. It was decided that it's appropriate for Ryan to control the salary of contractors such as Vicky Slavin; Trustees are merely responsible for managing the money. The Board is open to Ryan's recommendations re: salary increases, based on market changes

and merit. It was decided that Ryan will include recommendations for any increases in the budgets for Trust Funds. Ryan's footnote: we can always go retroactive with increases.

Liaison for Russell Fund

Already covered.

Review of 2011 - 2013 Strategic Plan

The cost of the Strategic Plan was discussed at length; Ms. Muldoon found a bill for $5600.00 to the consultant Nelinet, and an additional $500 for a survey, also paid to Nelinet.

FY14 Strategic Planning Process

Ryan recommends consultant Stephen Spohn; he knows Robbins Libary, he is thorough, and he wants to interview community leaders. His price is negotiable, and Maryellen had good things to say about him. Draft plan/final plan is included, which Mr. Spohn will write. Mr. Delmolino recommends a look-back to survey the recommendations of the last strategy. Where should Robbins be challenged? The Board voted on an upper limit of $7500.00 for payment to Stephen Spohn for Strategic Plan 2013. (Diane Gordon/Adam Delmolino) Unanimous vote.

Approval of Policy: Meeting Room Policy

Motion to accept policy as amended. (Joyce Radochia/Frank Murphy) Unanimous vote.

Named Donations

Many of our study carrels have nameplates. What should the Library do when it's necessary to eliminate carrels? It was decided that staff will eventually make a list of the named carrels, send it out to the Trustees, and consider doubling up nameplates on study carrels to honor the intent while opening our options to eliminate/rearrange furniture.

Sunday Solicitation

$11,517.50 received to date. Have we received returned mail? Ryan will find out. It was suggested we may want a lobby sign indicating Sundays that are still open.

Foundation Update

Attorney General designation to come. Foundation is receiving money from Pleasant St. congregation. The portrait of the pastor is to be cleaned; money should come out of one of the art funds.

Unanticipated Items

No unanticipated items.

Date of Next Meeting
Tuesday, August 20, 7:15 p.m. Ms. Gordon can't attend; Ms. Calvin is a maybe.

Adjournment
9:17 p.m. (Adam Delmolino/Heather Calvin)

Documents provided:
- Meeting agenda
- May 2013 meeting minutes
- May/June Director's Report
- Meeting Room Policy/Application
- Past Strategic Plan bill/proposal from Nelinet
- 2011-2013 Strategic Plan proposal
- 2013 Strategic Plan proposal from Stephen Spohn

Meeting of the Board of Library Trustees
Monday, May 14, 2013

Call To Order
Chairman Katherine Fennelly called the meeting to order at 7:24. In attendance were trustees Diane Gordon, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Joyce Radochia was absent. Also attending were PLUGGED iN coordinator Michele Meagher, library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes
The trustees reviewed the minutes from the April 8 meeting and approved them. (Adam Delmolino/Frank Murphy)

Communications
A card was received from Ryan and his wife Meagan thanking the Trustees for an Amazon Gift Card for Baby Kyle.

Community Time
No members of the community were present.

PLUGGED iN / LinkedIn Program Refundable Deposit Proposal
Michele Meagher and Ryan explained the proposal; that registrants in the forthcoming three-part LinkedIn Boot Camp program in July would put down a $30 deposit, refundable in $10 increments upon attendance at each of the three programs. Other public libraries have run programs in a similar way, and it's been proven that if people have a small stake in attending, attendance is improved. No-show money would be donated to the library. Discussion ensued about the best way to conduct transactions and it was decided that in-person transactions at the Circulation desk will be the simplest way (though we can explore online options in the future). Motion to charge a refundable deposit for this program series was approved. (Heather Calvin/Adam Delmolino)

Director's Report
Circulation is up from last year overall. Staff changes were noted (dedicated Head of Adult Services, dedicated Assistant Director positions). There was some reflection and discussion regarding the Boston Marathon bombing lock-down, during which the library remained open. Ms. Muldoon voiced approval for the order restructuring which should even out the bills that come through at end of the FY.

Strategic Planning Process
A new strategic plan was delayed last year due to staff/directorship transitions. Ryan raised the point that our long-range plan is due to MBLC by October, which would allow us to apply for LSTA grant next year. Discussion ensued with regard to the difference between a long-range plan and a strategic plan; a long-range

plan is a 5-year checklist of goals and objectives, whereas a strategic plan is more visionary. At the next meeting, we'll look at the existing long-range plan. A draft timeline will be provided at the next meeting (one page, with major events). It was also suggested that we look at a record of what we paid the previous long-range plan consultant, and/or minutes from those planning meetings as point of reference.

Approval of Policy: Meeting Room Policy

Ryan negotiated for the library to manage Community Room bookings at Fox, prompting an overhaul of our Meeting Room Policy. At the Fox branch, the room can be booked after library hours, therefore the key to Fox room will be checked out at Circulation and may be returned in book drop 24 hrs. from meeting end time. Proceeds for for-profit use will go into the revolving fund for this resource (for example, custodial supplies). Ms. Gordon volunteered to reformat the policy document so it's easier for outside groups to understand how our various rooms can be used. (provisional approval: Frank Murphy/Diane Gordon).

Appointment of Nominating Committee

Terms are for one year, and the nominating committee determines who should be nominated for Chair, Vice-chair, and Liaison to Friends. Ms. Fennelly appoints Joyce Radochia and Barbara Muldoon to this committee.

Russell Fund Summer Spending Request

The total request for $5045.00 was approved. (Diane Gordon/Adam Delmolino)

AIFF Event Fundraiser Proposal

This is the third year of the AIFF festival. Ryan suggested that a fundraiser event at the library in October would attract a new demographic, and explained that the library is already part of the festival due to the student film screenings that will be shown in October. The fundraiser would be a ticketed event. Questions raised: will the AIFF provide expense money up front? Will Patsy Kraemer be involved in the organization efforts? Both organizers are Arlington residents; it was suggested that they be invited to a future Trustees meeting.

Sunday Solicitation

6000 stamped, sealed envelopes were mailed out with help from Friends Sally Naish, Amy McElroy, Maryellen Loud, et al. Expense bills will go to the Foundation.

Foundation Update

The next meeting will be held on 6/26. Foundation logo to come.

Volunteer Appreciation Party

The party will be held on May 30, 3-6 in the Community Room. Trustees are invited. There will be a Barbara Fulchino skit.

plan is a 5-year checklist of goals and objectives, whereas a strategic plan is more visionary. At the next meeting, we'll look at the existing long-range plan. A draft timeline will be provided at the next meeting (one page, with major events). It was also suggested that we look at a record of what we paid the previous long-range plan consultant, and/or minutes from those planning meetings as point of reference.

Approval of Policy: Meeting Room Policy
Ryan advocated for the library to manage Community Room bookings, and is prompting an overhaul of our Meeting Room Policy. At the Fox branch, the room can be booked after library hours, therefore the key to Fox room will be checked out at Circulation and may be required to book once 36 hrs. from meeting end of time. Proceeds for for-profit use will go into the revolving fund for site resources (for example, custodial supplies). Ms. Gordon was directed to reformat the policy document so it's easier for citizens groups to understand how our services can be used. (provisional approval. Fowl Adams/Diane Gordon)

Appointment of Nominating Committee
Terms are for one year, and the nominating committee nominates who are to be nominated for Chair, Vice-chair, and Liaison to Friends. Ms. Feeney appoints Joyce Ruddock and Barbara Sheldon to the committee.

Russell Fund Summer Sponsorship Request
The total request for $2,045.00 was approved. (Diane Gordon/Adam Belmonte)

AFF Event Fundraiser Proposal
This is the third year of the AFF festival. Ryan suggested that a fundraiser event at the library in October would affect a new demographic, and suggested that the library is already part of the festival due to the current film screenings that will be shown in October. The fundraiser would be a ticketed event. Questions raised: will the AFF provide expenses money up front? Will Sawy Foreman be engaged in the organization efforts? Both organizations are Arlington institutions; it was suggested that they be invited to a future Trustees meeting.

Sunday Solicitation
3000 stamped, sealed envelopes were mailed out with note from Frances Daly Walsh, Amy McGinty, Maryellen Loud, et al. Expenses bills will go to the Foundation.

Foundation Update
The next meeting will be held on 6/26. Foundation logo to come.

Volunteer Appreciation Party
The party will be held on May 30, 5-8 in the Community Room. Trustees are invited. There will be a Bold and Fabulous skit.

Unanticipated Items

The issue of the Library Lock-In permission slip was raised; Ms. Calvin will refer Ryan to the overnight lock-in coordinator at the museum so that pros and cons can be weighed.

Date of Next Meeting

Thursday, June 13, 7:15.

Adjournment

9:24 p.m. (Frank Murphy/Adam Delmolino)

Documents provided:

- Meeting agenda
- April 2013 meeting minutes
- April Director's Report
- Three proposals from strategic plan consultants
- Draft of revised Meeting Room Policy
- Summer 2013 Budget Proposal from Robbins Library Children's staff to the Russell Fund Trustees
- AIFF October 4, 2013 fundraiser proposal - partnering with Robbins Library
- Library Lock-In Permission Slip example

Meeting of the Board of Library Trustees
Monday, April 8, 2013

Call To Order
Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Joyce Radochia, Diane Gordon, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes
The trustees reviewed the minutes from the March 12 meeting and approved them. (Adam Delmolino/Barbara Muldoon)

Communications
A letter was received from David Castiglioni, who is resigning as trustee of the Elbridge Farmer Trust Fund.

Community Time
No members of the community were present.

Director's Report
Re: wall repair, tent was moved to the back of the building. Re: roof repair project, groups who regularly use the room should be alerted. It was suggested that a display be created for Town Day to publicize the project. It's time to start getting a Community Read committee together. All Boards in town should be notified about the Community Read, and the School Committee should be focused on in particular. Re: circulation report, it would be good to see eBook stats integrated with the general circulation stats.

Foundation
Ms. Fennelly reports an excellent, well attended first meeting of new Foundation Board. Almost all members were present except for two or three. The purpose of the Foundation and its mission were discussed. Bylaws exist; Mr. Murphy suggests that the bylaws should perhaps include more detail so that there's less confusion. Ms. Fennelly and Kathryn Gandek-Tighe met to do the IRS forms, and the state forms. The Attorney General has a registry of all non-profits, and the registration process is unexpectedly complex which will result in some delay. Consequently, the Foundation isn't sending out Sunday fundraising letter. The Friends will send it out this year. The next Foundation meeting is scheduled for May 1.

Meeting Room Policy
A web form is not currently available for meeting room application, but this may be something we consider for the future. Ryan talked to the Mystery Writers of America, and they agreed that 15 Arlington residents can attend the May 18 workshop for free. Written permission will be granted. Re: policy revision, a line will be added to point number 10 about laptops being available through Vendy. Another line will be added in place of the existing non-profit or for-profit line: **Is the organization for-profit? Yes or No.** This policy will be reviewed and approved at the next Trustees meeting.

Trust Fund Expenditure Report

64% is still available overall. Ryan noted that muni money is always going to get spent first because it has to be done before June 30. In the past, Ms. Muldoon has rolled money over, by request. Re: art prints, it was noted that the money is for circulating prints, whereas the Fox print was bought to stay on the walls. We need to know how to discriminate between cases like these. The idea of circulating children's art prints at Fox was suggested.

Russell Fund Expenditure Report and FY 2014 Funding

The Russell Fund Expenditures for FY 2013 to date were reviewed. After some initial issues, Pam and Ryan looked at the budget with Karen Dillon in February and worked out the accounting.

Policy for determining next year's Trust/Russell fund allocations

Ms. Fennelly will meet with advisors by May 15. Ms. Muldoon asks that no requests be made during the summer. There may be a mini-round of requests in May or June.

Annual Report for the Public

A draft will be sent out for review from Ryan.

Friends Update

The Friends annual meeting takes place on April 24. Bylaws are being amended to change terms for office holders.

Unanticipated Items

Date of Next Meeting

Tuesday, May 14, 7:15.

Adjournment

9:00 p.m. (Barbara Muldoon/Frank Murphy)

Documents provided:

- Meeting agenda
- March 2013 meeting minutes
- Letter from David Castiglioni
- March Director's Report
- Meeting Room Policy and Guidelines for groups using the Meeting Rooms
- Russell Fund/Trust Fund Budget Reports

Meeting of the Board of Library Trustees
Tuesday, March 12, 2013

Call To Order
Chairman Katherine Fennelly called the meeting to order at 7:18. In attendance were trustees Joyce Radochia, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay. Absent was trustee Diane Gordon.

Approval of Minutes
The trustees reviewed the minutes from the February 12 meeting and approved them. (Adam Delmolino/Joyce Radochia)

Communications
A letter was received from Steve Ulfelder requesting use of the Community Room for a Mystery Writers of America workshop on May 18, 2013. They seek an exception to the library's policy re: charging admission to an event. The Board is concerned about setting precedent, but noted that there are mitigating factors in light of the literary nature of the group. After discussion the Board agreed that the event must be capped for planning purposes, and approved the use pending Ryan's negotiation of maximum attendance cap by a 5-1 vote (Adam Delmolino/Heather Calvin).

The Learn to be a Library Advocate event flyer was shared, as were two emails from patrons complimenting children's programming at the Fox and Children's Services at Robbins.

Community Time
No members of the community were present.

Director's Report
Ms. Calvin acknowledged the success of the Arlington Library Card Sign Up Challenge. Ms. Fennelly asked about how people find out about our eReader Expo programs, and Ryan explained publicity strategy. Ryan explained factors going into slight drop in circulation in February despite the Challenge (weather, fewer days open in February, etc.).

FY 2014 Budget Update
Proposal for a dedicated Head of Adult Services and Assistant Director is on the table. It has to pass through the Finance Committee and Town Meeting. Ellen Porretta is retiring in August, consequently, some responsibilities may be shifted over to the Assistant Director. To facilitate a dedicated Head of Adult Services position, the part-time position vacated by Vicky Slavin would be eliminated and some eContent moneys would be given up. Timeline: not before FY14. Ryan pointed out that Vicky Slavin will continue overseeing art print purchasing, and

will be paid out of that fund. Discussion followed about the art print fund vs. the Russell fund, and oversight of these paid positions.

Annual Report Flyer for the Public

At Town Meeting, the Annual Report Flyer is distributed. Ryan is interested in hiring someone or utilizing in-house expertise to prepare infographics for the report, rather than the usual text. Discussion followed about the content and layout of the Annual Report Flyer. Questions to consider: how does Robbins compare to neighboring libraries? Should content be similar to what Ryan illustrated in budget letter? Compare hours open to other libraries' hours, send "here's what we could do" message to decision-makers. Include circulation per hour of operation, and/or circ per minute? Should we thank the community for funding Sundays on flyer? This may drive the point home about where the money comes from, and we could also include the tab for next year. Deadline for flyer: end of April/beginning of May.

Policy Recommendations

The Library will look at rolling certain policies together. The only new categories are under the "Internal" policy heading: social Media Policy for Staff, Safety/Lockdown, and Emergency/Disaster Plan. Mr. Murphy wonders if we can prune some policies. Also, let's prioritize policy revisions and look at adjusting target dates. Combine Author Programs and Programs? Important reminder: all policies exist because we've had a problem at one time or another.

Foundation Update

Ms. Fennelly reports that the Foundation Board is meeting on Thursday 3/14 at the Fox, and there are 16 members total. Katherine Gandek-Tighe is the legal Chair of the Board, and she will continue until Ethel Doyle feels she can take over.

Arlington International Film Festival Collaboration

Organizers Alberto Guzman and April Ranck approached Ryan with a couple of ideas. 1) Robbins could host the student filmmakers in the Community Room. They don't charge, and the proposed program would take place all day Saturday 10/26/13. 2) They offered to help us reestablish our international film series. Ms. Fennelly suggested a possible fundraiser, showing films all over the library, serving wine and cheese, etc. It was noted that such an event could bring a totally different crowd into the library.

Slate Roof Project

See February Director's Report. Russo Barr is the firm, and they replaced the Faneuil Hall slate roof. Ryan would like to turn a negative into a positive and promote walking and biking. Ryan also reports that the front wall is supposed to be finished this spring.

will be paid out of that fund. Discussion followed about the art print fund vs. the Robbins fund, and oversight of these paid positions.

Annual Report Flyer for the Public
At Town Meeting, the Annual Report Flyer is distributed. Ryan is interested in hiring someone or utilizing in-house expertise to produce infographics for the report, rather than the usual text. Discussion followed about the content and layout of the Annual Report Flyer. Questions to consider: how does Robbins compare to neighboring libraries? Should content be similar to what Ryan illustrated in budget letter? Compare hours open to other libraries' hours, some "here's what we could do" message to dovetail metrics. Include circulation per hour of operation, and/or circ per inquiry? Should we thank the community for funding Sundays on flyer? This may draw the good issue about where the money comes from, and we could also support the ask for next year. Deadline for flyer end of April/beginning of May.

Policy Recommendations
The Library will look at rolling certain policies together. The only new categories are under the "Internal" policy heading: social Media Policy (or title), Safety/Lockdown, and Emergency/Disaster Plan. Ms. Fennelly wonders if we can prune some policies. Also, let's prioritize policy revisions and look at adjusting target dates. Combine Author Programs and Programs. Important to revisit all policies each year because we've had a problem at one time or another.

Foundation Update
Ms. Fennelly reports that the Foundation Board is meeting on Thursday, 2/14 at the Fox, and there are 16 members total. Katharine Gennaro-Tighe is the new Chair of the Board, and she will continue until Ethel Lloyd feels she can take over.

Arlington International Film Festival Collaboration
Organizers Alberto Guzman and April Ranck approached Ryan with a couple of ideas: 1) Robbins could host the student showcase* in the Community Room. They don't charge, and the proposed program would take place all day Saturday 10/20/18. 2) They offered to help us reestablish our international film series. Ms. Fennelly suggested a possible fundraiser, showing films all over the library, serving wine and cheese, etc. It was noted that such an event could bring a totally different crowd into the library.

Slate Roof Project
See Facility Director's Report. Russo Barr is the firm, and they replaced the Faneuil Hall slate roof. Ryan would like to turn a negative into a positive and promote walking and biking. Ryan also reports that the front walk is supposed to be finished this spring.

Library Card Sign Up Challenge Campaign Overview
Ryan scheduled his Clifford storytime appearance for 10:30 on Friday, March 22, at the Somerville Library storytime.

Friends Update
The Friends are planning an appearance at EcoFest, plus lots of great programs including another Science for the Public event in May and possibly a terrarium workshop in June.

Unanticipated Items
Dick Haley wonders if we want Dan Shaughnessy at the library in spring/early summer. The issue of restrooms on the 1st floor also came up, and the idea to make them unisex and therefore more family friendly. Library Legislative Day is March 26, and Adam Delmolino will attend in addition to Frank Murphy and Ryan or Andrea.

Date of Next Meeting
Monday, April 8.

Adjournment
9:00 p.m. (Barbara Muldoon/Frank Murphy)

Documents provided:
- Meeting agenda
- February 2013 meeting minutes
- February Director's Report
- Letter from Steve Ulfelder
- Learn to be a Library Advocate flyer
- Patron emails
- Library salaries list
- Two infographics examples from other libraries
- Revised and categorized policies list

Meeting of the Board of Library Trustees
Tuesday, February 12, 2013

Call To Order
Chairman Katherine Fennelly called the meeting to order at 7:23. In attendance were trustees Joyce Radochia, Heather Calvin, and Adam Delmolino. Also attending was Finance Committee Liaison Mary Margaret Franclemont, library director Ryan Livergood, and assistant director Andrea Nicolay. Absent were trustees Diane Gordon, Frank Murphy, and Barbara Muldoon.

Finance Committee Liaison
The budget for FY 2014 was discussed. The Board stressed that cuts to library personnel must be avoided and stressed the importance of restoring Sunday afternoon and Thursday morning hours. Ms. Calvin added that while summer Saturday hours were not itemized in the budget letter, it is advisable to assess community need for Saturday hours during summertime going forward. The funding structure of Fox Friday openings was explained by Ryan. The technology landscape within library services and the increased demand for eBooks and support was discussed. It was proposed that it may be time to update the PSA for the library that airs on local cable. Ms. Franclemont will present the budget a week from tomorrow and the FinCom liaisons will come to the March Board of Trustees meeting to report what was decided.

Approval of Minutes
The trustees reviewed the minutes from the January 8 meeting and approved them. (Heather Calvin/Joyce Radochia)

Communications
A letter was received from John Worden, attorney. $250K is to be added to funds previously administered concerning the Barry and Memorial Fund. A memo was received from Stephen Gilligan regarding the transmittal of the Trust Funds Investment Review. Ms. Fennelly mentioned her email conversation with Stephen Gilligan concerning same.

Community Time
No members of the community were present.

Director's Report
Ryan gave an update regarding the Library Card Sign Up Challenge, and suggested that an online library card application form would be advantageous, similar to Belmont's. The second library-themed On the Avenue show will air in March. The ScanPro 2000 microfilm machine will be demonstrated at the library and considered for purchase. Books in Bloom is coming up on March 8, and Ms. Radochia will be on hand to meet and greet. In the circulation statistics report, note that the equipment number is artificially high due to testing of the LapSafe Vending Machine. Laura Lintz deserves credit for bringing Fox circulation up by 22%. Vicky Slavin will not be replaced immediately; more information is forthcoming depending in part on budget decisions. The staff are having a

retirement party for Ms. Slavin on 3/11.

Review of Policies: Dates Last Revised

The library's Collection Development policy definitely needs to be updated. The idea of reviewing 2010 policies was brought up. A Social media policy would be useful. Ryan talked about the possible appropriation of the Fox Community Room by the library, and briefly discussed implications for the Community Room policy. It was pointed out that public electronic access to policies is an idea worth exploring. Ryan will consolidate the list of policies and verify the accuracy of policy revision dates for the March meeting.

Foundation Update

The Foundation is evolving at a slow pace; there will be a meeting of board members on March 20. The Foundation is still looking for board members.

Plugged In Series Update

The series is going very well. Michele Meagher does a great job. Plans for upcoming programs include a career counselor program with Nancy Dodd. She will instruct on how to use Linked In and build one's personal brand. This is the first of a two-part series; the second will be a hands-on workshop to set up Google authorship. Ms. Meagher is also proposing that a professional photographer be brought in and that attendees might be charged for photos. After discussion the trustees concluded that such a model would be too commercial. It was suggested that Plugged In offer it as a free service, with the funding behind it.

Library Card Sign Up Challenge Update and Picture

Trustees posed for a publicity photo with their library cards, to be shared on social media as part of the promotion.

Unanticipated Items

A letter was received by Judy Paradis from Oakes Plimpton. He wishes to revise *Arlington In the Growing Years*. Maryellen Loud gave a soft yes to writing the piece on the library addition.

Date of Next Meeting

Tuesday, March 12.

Adjournment

8:43 p.m. (Joyce Radochia/Heather Calvin)

Documents provided:

- Meeting agenda
- FY 2014 Library Budget Recommendations
- January 2012 meeting minutes
- January Director's Report
- Policies/Procedures Affecting the Public

Meeting of the Board of Library Trustees
Tuesday, December 11, 2012

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Diane Gordon, Joyce Radochia, Frank Murphy, and Barbara Muldoon. Present via conference call was Heather Calvin. Also attending was Town Manager Adam Chapdelaine, library director Ryan Livergood and assistant director Andrea Nicolay.

Town Manager Adam Chapdelaine

The board welcomed Town Manager Adam Chapdelaine for a budget discussion. First item discussed: Sunday by the numbers. Mr. Chapdelaine asked for greater detail about Sunday funding. The board expressed that funding Sunday hours through private fundraising was likely not sustainable. The board explained that we currently have enough funds through private fundraising to fund Sundays through January, and enough from past fundraising efforts to take us through September 2013. Historically, Sundays began being funded by grants, and when the grant money disappeared the Library closed on Sunday, leading to public outcry and subsequent Sunday fundraising efforts. Mr. Chapdelaine acknowledged the popularity of Sundays, and went on to cite the deficit and competing priorities in the town. Mr. Chapdelaine asked the board what amount could reasonably be sustainably privately raised in a year to fund Sundays, and indicated he was open to discussing creative, hybrid option of funding Sundays through a combination of both public funds and funds raised privately. If the Town were able to set a ceiling, the library would have less to raise and Town risk would be limited. Mr. Chapdelaine suggested that targeted investments in the library budget are preferable to the Town fully funding Sunday service. Electronic content was discussed next. The issue of personnel was raised; Ms. Fennelly pointed out that the complex services offered requires higher levels of staffing. Mr. Chapdelaine considers staffing decisions to be very tough due to associated (prohibitive) costs. He also cited staffing throughout the Town of Arlington has been reduced across multiple departments at similar and even greater levels. For example, DPW staffing has gone down 30% in recent past. The board inquired about emergency funds, and Mr. Chapdelaine noted there is a reserve fund, and at the end of every year other departments can ask for reserve funds. The national budget's impact on state budgets was then discussed, and it was acknowledged that the state budget for FY14 might be in question as late as June 2013. The board inquired about property revenues, and Mr. Chapdelaine confirmed that assessments went up, that Arlington has tremendous property value. However, the state looks at property value and not growth ability when determining aid. The next Trustee appointment is not yet official, but Mr. Chapdelaine will be making his recommendation to the Board of Selectmen in the immediate future. Mr. Livergood will meet with Mr. Chapdelaine and Deputy Town Manager Andrew Flanagan the following week to further discuss the FY14 library budget and the options for funding Sunday library hours.

Approval of Minutes

The trustees reviewed the minutes from the November 13 meeting and approved them. (Barbara Muldoon/Diane Gordon)

Communications

A letter from attorney John Worden indicates this is not the final distribution of the gift from the Barry Estate; we are set to receive more beyond the $500K. The total amount is, as yet, unknown.

Community Time
No members of the community were present.

Director's Report
The board noted that the last page of the director's report includes circulation for eContent revealing a network-wide decrease. The reason for the decrease is unknown, but Mr. Livergood suspects that the decrease is related to the minimal content made available by the publishers. The VHS deaquisition protocol was reviewed. Everyone agreed that Yvonne Coleman was a great hire for the Friday Fox Librarian. She is very respected in MLN.

FY 14 Budget Update
Mr. Livergood is meeting with Adam Chapdelaine and Andrew Flanagan on December 18 to discuss the budget.

Fundraising
Material solicitation has been slow. So far about $2800 has been raised. Previous donors are on the list. No new names were added this year. Note: trustees owe Friends for the postage. Donations should pick up between now and end of the year ($18-$28K is usually raised). Ms. Fennelly suggests rethinking the list.

Trustee Vacancy Update
Ms. Fennelly invited Adam Delmolino to this meeting but he couldn't make it; he will attend in January.

Community Education Request
Arlington Community Education would like us to co-sponsor four event with them this spring. The co-sponsorship request was approved for the four events in the spring. (Joyce Radochia/Barbara Muldoon)

MBLC Update
Frank Murphy and Ryan Livergood invited Sean Garballey and Ken Donnelly to Robbins. Mr. Murphy stressed the importance of working with legislators this year. State aid to public libraries and electronic content are key focus areas, as is the potential impact of Internet sales tax for MA.

Foundation Update
Ms. Fennelly finished the IRS forms, they're ready to go. Richard Duffy will be on the Foundation board.

Unanticipated Items
A pen and ink drawing of Robbins will be gifted to Mary Hatch, and a box with a color print of Robbins will be gifted to Warren Smith. $334.69 was approved. (Diane Gordon/Frank Murphy)

Mr. Livergood pointed out that the board hadn't as yet officially voted for Sunday service through May. Motion for Sunday service through Memorial Day weekend was approved. (Diane Gordon/Frank Murphy)

Date of next meeting
Tuesday, January 8, 2013.

Adjournment
8:47 p.m.

Documents provided:
- November 2012 meeting minutes
- FY 2014 Library Budget Recommendations
- November Director's Report
- Correspondence and speaker program outline for Community Education “Conversations with David Whitford” series.
- FY 2014 Massachusetts Board of Library Commissioners Legislative Agenda

Meeting of the Board of Library Trustees
Tuesday, November 13, 2012

Call to Order
Chairman Katherine Fennelly called the meeting to order at 7:16. In attendance were trustees Diane Gordon, Joyce Radochia, Frank Murphy, and Barbara Muldoon. Absent was Heather Calvin. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes
The trustees reviewed the minutes from the October 9 meeting. Mr. Murphy noted that absentee trustees should be mentioned in the "call to order" paragraph of all minutes, as has been done in the past, noting that he was absent from the October 9 meeting. The minutes were approved as amended (Ms. Gordon/Ms. Muldoon).

Communications
Thank-you cards from staff who attended NELA were acknowledged. Final distribution letter of a gift from the Barry Estate was received from the law offices of John Worden. Mr. Murphy suggested a letter be sent to Mr. Worden and copy the family, or pass it along to the family. It was noted that the bequest specifies that it is not to be used to replace municipal funds. Ms. Muldoon will receive a directive with regard to how to use the funds. Mr. Livergood reported that he was contacted by the attorney of the Thompson estate. A previously undiscovered asset of the estate has been discovered that will be liquidated and added to the Thompson Trust.

Community Time
No members of the community were present.

Director's Report
It was remarked that the October report was a "fun" report; the board enjoyed reading about Vendy (the nicknamed laptop vending machine), and about sing-alongs at the Fox and the large attendance numbers. The issue of name tags for library staff came up; it's an idea that merits revisiting, but Mr. Livergood noted there are safety concerns with regard to staff privacy. Mr. Murphy suggested posting a question to the MBLC listserv. Also noted were the Overdrive numbers; we're among the top in eBook circulation.

FY 2014 Budget
The board reviewed a copy of the FY14 Budget Recommendations sent to Town Manager Adam Chapdelaine. Mr. Livergood had a meeting to discuss these recommendations with Mr. Chapdelaine. Mr. Chapdelaine agreed to attend the December 11 trustees' meeting to have a further discussion regarding these budget recommendations with the trustees. Mr. Livergood has submitted the level service budget. Next steps: the personnel budget is loaded into MUNIS, and Mr. Livergood will submit the budget narrative with key metrics. By early December we

hope to have definitive budget news. Mr. Livergood then shared the article “Trust in Your Trustees” by Will Manley (*American Libraries Magazine*, Nov/Dec 2012) which the board took a moment to review. Ms. Fennelly will formally invite Adam Chapdelaine to the next meeting, although he already stated that he intends to join us.

Robbins Library Logo
The award-winning design that was adopted by the library in 2002 does not work for the web, and the logo established in Fall 2011 now prevails on the web and on our flyers. Mr. Livergood shared the example of the revised New York Public Library logo to demonstrate how logos can evolve and how NYPL chose to explain the rationale behind the changes. The board noted the issue of a mixed logo message, and one of the questions that came up was how much letterhead we have left. Ms. Fennelly suggested we re-imagine the logo when we re-imagine the library for the next long-range plan, and it was agreed that we should wait to rebrand. Some questions arose around whether or not to connect the logo with the building. In the end the board agreed to put the logo issue to bed until we have funding available for the purpose of rebranding.

Trustee Vacancy
Two candidates who are great on paper are being considered. Mr. Chapdelaine and Mr. Livergood will interview them both and then Mr. Chapdelaine will make a recommendation to the Board of Selectmen.

Outline for Annual Report
Mr. Livergood asked the board if they were satisfied with the previous format of the report and whether or not any addition content should be included. Ms. Fennelly suggested including a mention of the Foundation that we are in the process of establishing.

Fundraising
Materials solicitation letters (December annual appeal) are ready to go. We have the list, we have an agreement, and we’re waiting to hear back from Amy McElroy about which day we can do the stuffing/sending. In the next 4 or 5 days, they’ll be mailed.

Foundation Update
Ethel Doyle has agreed to be the new chair of the Foundation. Ms. Fennelly noted that Ms. Doyle has served on many committees in Town, and then Ms. Fennelly went on to list several other future members of the Foundation board: local author Adam Patcher, Karen Dillon, Allan Reedy, among others. There will be approximately fifteen board members. We are waiting for the 501 c 3 designation letter from the IRS.

hope to have definitive budget news. Mr. Livingood then shared the article "Trust in Your Trustees" by Will Manley (American Libraries Magazine, Nov/Dec 2012) which the board took a moment to review. Ms. Fennelly will formally invite Adam Chapdelaine to the next meeting, although he already stated that he intends to join us.

Refocus Library Logo
The award-winning design that was adopted by the library in 2002 does not work for the web, and the logo established in Fall 2011 now prevails on the web and on our flyers. Mr. Livingood shared the example of the revised New York Public Library logo to demonstrate how logos can evolve and how NYPL chose to explain the rationale behind the changes. The board raised the issue of a mixed logo message, and one of the questions that came up was how much inventory we have left. Ms. Fennelly suggested we re-visit the logo when we re-imagine the library for the next long-range plan, and everyone agreed that we should wait to rebrand. Some questions arose around whether or not to connect the logo with the building. In the end the board agreed to put the logo issue to bed until we have funding available for the purpose of rebranding.

Trustee Vacancy
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Outline for Annual Report
Mr. Livingood asked the board if they were satisfied with the proposed format of the report and whether or not any additional content should be included. Ms. Fennelly suggested including a mention of the Foundation, that we are in the process of establishing.

Fundraising
Holiday solicitation letters (December annual appeal) are ready to go. We have the list, we have an agreement, and we're waiting to hear back from Amy [illegible] about which day we can do the stuffing/signing. In the next 4 or 5 days, they'll be mailed.

Foundation Update
Ethel Doyle has agreed to be the new chair of the Foundation. Ms. Fennelly noted that Ms. Doyle has served on many committees in town, and then Ms. Fennelly went on to list several other future members of the Foundation board: local realtor Adam [illegible], Karen [illegible], Allan Reedy, among others. There will be approximately [illegible] board members. We are waiting for the 501c3 designation letter from the IRS.

Amnesty Month
February the month of our library card sign-up challenge. Mr. Livergood proposes Amnesty Month in February this year. The motion passed (Mr. Murphy/Ms. Radochia).

Friends Update
The Friends have 40 new Friends. While short of their ambitious goal of 1000, it was pointed out that it's good to have goals. The Friends are in the process of organizing a memorial for Andy Ananthakrishnan. Books in Bloom is March 8. Friends of Fox will do an appreciation event for the community sometime in April, and they also want to get a new desk for the Fox information/circulation area.

Unanticipated Items
The staff Holiday party is December 10 in the Community Room. We will recognize years of service. Mary Hatch has been with the library for 20 years and Warren Smith has been with the library for 40 years. Ms. Radochia will work with Mr. Livergood to determine appropriate gifts. Ms. Radochia moved to increase the recognition budget by $200, Ms. Muldoon seconded, and the motion passed.

Date of Next Meeting
Tuesday December 11, 2012.

Adjournment
9:10 pm

Documents provided:
- October 9 Meeting Minutes
- October Director's Report
- FY2014 Budget Recommendations letter as submitted to Town Manager 10/22/12
- 2012 Annual Report outline
- Article: "Trust in Your Trustees" by Will Manley (*American Libraries Magazine*, Nov/Dec 2012)

Meeting of the Board of Library Trustees
Tuesday, October 9, 2012

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Heather Calvin, Diane Gordon, Joyce Radochia, and Barbara Muldoon. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

The trustees reviewed the minutes from the September 11 meeting. Ms. Muldoon asked for clarification with regard to the Trust Fund Allocations Timeline for FY 14, and it was explained that the requests will be communicated to the Trustees and prioritized as early as possible, not necessarily in August as was suggested in the minutes. The allocations will then be decided in September according to normal procedure. The minutes were approved (Ms. Gordon/Ms. Radochia).

Communications

A thank-you card from Pam Watts-Flavin, Laura Lintz, and Sophia Sayigh was acknowledged. They were grateful for having had the opportunity to attend the Horn Book Award festivities. A thank-you card from Brigid Kennedy-Pfister was acknowledged with appreciation as well.

Community Time

No members of the community were present.

Director's Report

The board are impressed with the number of programs being offered by the library. The staff wiki currently in development was also acknowledged by the Trustees and explained by Mr. Livergood. The Lapsafe vending machine was acknowledged and explained, and distinctions were made between eReaders, laptops, and netbooks. There was a brief discussion of challenges surrounding the circulation of new technology. The increasing Overdrive circulation activity was noted. The drop in circulation of print materials (Sept 2011 vs. Sept 2012) was noted and briefly discussed. Sunday service started after Labor Day weekend in 2011; this is one factor that could account for the drop.

Budget Preparation

Budget preparation strategies were discussed at length. The Trustees recommend creating a profile of Robbins Library to compare and contrast with other MLN libraries that serve similar populations and have similar circulation. Mr. Livergood pointed out that Robbins Library is among the 10 busiest libraries serving the Commonwealth. It was suggested that a chart or bar graph would go a long way to illustrating our needs in terms of budget and staff. Ms. Fennelly suggested adding further detail to the picture, illustrating budget and staffing in relationship to the complexity of materials/programming/digital holdings that we now offer (in contrast to what we offered 5 or 10 years ago). For example, one line showing tech changes that have put demands on staff, one line showing demand for materials and services, and a line showing expenses rising commensurately. Questions we should look to answer in our budget preparation materials: how does Robbins Library rank with comparable libraries? What's the total operating budget for the library vs. total operating budgets for other libraries?

The Board discussed Mr. Livergood's drafted letter to Mr. Chapdelaine (Potential Additions to FY 2014 Budget). Mr. Livergood is preparing this letter because he is meeting with Mr. Chapdelaine on October 22 to discuss a number of things including the FY 13 budget, the initial FY 14 budget, and potentially the Board of Trustees vacancy. It was suggested that the word "overburdened" be replaced with logic for the restoration of appropriate staffing levels. The Trustees suggest augmenting the letter with a couple of takeaways that are more illustrative. Requests for additional staffing could be separated out and the case could be reinforced with accompanying charts. Trustees and Mr. Livergood agreed that we are in a strong position to advocate for Sundays. Furthermore, as we make the case for Sunday Service, we must also illustrate the case for redirecting the fundraising energy that has historically gone to Sunday Service to other exciting materials and services for our users. Reviewing the RFID item, Mr. Livergood pointed out that RFID is getting cheaper and cheaper, MLN is looking into a global change, and these are strong reasons to include the item in budget talks. RFID has many merits including the potential to reduce theft. The Trustees and Mr. Livergood agreed to look at ways to get RFID back into the capital budget plans.

Ms. Muldoon suggested reformatting the letter so that the priorities are clear. It was agreed that some reformatting is needed. The ranking of priorities in the Potential Additions to FY 2014 Budget letter was discussed, and a basic consensus was formed. Mr. Livergood will draft a second letter for Mr. Chapdelaine and share it with the Board via e-mail before his October 22 meeting with Mr. Chapdelaine.

Friends Appreciation
The Friends of the Library celebration details were shared with the Board.

Arlington Library Card Sign-Up Challenge
In February we are challenging other communities to a sign-up challenge. We will look at ways to incentivize the sign-up by approaching local businesses. There is potential for partnering with the Chamber of Commerce to promote this project. The Board fully supports this initiative. It was suggested that staff think of something creative to do with social media to boost the effort.

Trustee Vacancy
In the trustee job description, cross off "fundraising." Add to "skills desired" legal background and/or financial background. A notice in the Advocate will advertise the vacancy.

Fundraising
The Friends have agreed to do the solicitation letter.

Policies Update
Mr. Livergood wishes to form a Policies Committee to review policies and revise/formulate the Library's numerous policies. The Collection Development policy will be the biggest and most complex of all.

Community Read
Mr. Livergood provided a brief update on the Community Read and shared the schedule. The writing contest was discussed, and how the entries will be graded.

Friends Update
A Friends of the Library Week display will go up at the end of October. The goal for the number of Friends is 1000.

Unanticipated Items
Ms. Radochia nominated Heather Calvin for Vice Chair, and Ms. Muldoon seconded. She was unanimously elected. Mr. Livergood encouraged the Board to look at the Russell Fund Report and get back to him with recommendations.

Date of Next Meeting
Tuesday, November 13, 2012.

Adjournment
Ms. Radochia moved to adjourn, Ms. Muldoon seconded, and the meeting was adjourned at 9:07.

Documents Provided

- October 9 Meeting Agenda
- Minutes from the September 11, 2012 Meeting of the Robbins Library Board of Trustees
- Director's Report for October 2012
- Potential Additions to FY 2014 Budget Draft Memo
- Arlington Library Card Sign-Up Challenge Example Flyers
- Friends Appreciation Party Invitation
- Arlington Reads Together Event Schedule
-

Meeting of the Board of the Library Trustees
Tuesday, September 11, 2012

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Heather Calvin, Diane Gordon, Frank Murphy, and Joyce Radochia. Absent were trustees Brigid Kennedy-Pfister and Barbara Muldoon. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

The trustees reviewed the minutes from the August 15 meeting and approved them as read (Ms. Fennelly/Mr. Murphy).

Communications

The trustees acknowledged receipt of a letter from non-residents Marilynn and Steve Carter requesting use of the community room for a book and music event. The trustees decided to make an exception and allow use of the community room by Mr. and Mrs. Carter due to their numerous local ties to the community.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report for August. Mr. Livergood reviewed highlights from the report.

Preliminary Discussion of FY 14 Budget

Mr. Livergood presented goals and objectives for FY 2014. Strategies for justifying a budget for Sunday hours or other objectives were discussed, including itemizing operational costs and prioritizing some projects over others, and being as proactive as possible. The issue of Saturday hours in July/August was discussed, and Ms. Calvin wishes to understand the potential impact that summer Saturdays could have on working families in Arlington. There was some discussion as to whether the union would agree to open up the issue, and it was suggested that a draft wish list along with justifications be brought to the October meeting.

Foundation

Kathryn Gandek-Tighe is resigning from chairmanship of the Foundation. A list of candidates is being reviewed. The loan agreement was reviewed and Ms. Kennedy-Pfister is to sign it. An account is to be established with the Town.

Sunday Fundraising

$17,540 has been raised and $44, 869 is the total amount needed.

Approval of FY 2013 Trust Fund Allocations

The AA Wellington Fund was missing from the list and needs to be included. Mr. Livergood explained the requested amounts vs. totals. Ms. Calvin moved to approve, Ms. Radochia seconded, and the motion passed.

Trust Fund Allocations Timeline for FY 2014

The issue of the timeline for allocations and approvals was discussed, and it was suggested that requests be made in August. It was acknowledged that Ms. Muldoon is considering a transition away from her role as treasurer, and discussion followed regarding the impact that such a transition would have on the Trust Fund Allocation process. Trustees expressed a desire for greater understanding of the ins and outs of trust funds.

Timeline: Trustee Objectives

Goals and Objectives FY 2013 handout was discussed. Trustees will focus their advocacy efforts in October; all other goals and objectives are addressed on an ongoing basis with the exception of the issue of the Robbins Library Print Collection, which will be addressed this fall.

Holiday Schedule

Motion to approve by Ms. Radochia, Mr. Murphy seconded, motion passed.

Approval of Policy: Author Programs

Policy was discussed at length and revised. Policy was adopted as amended.

Community Read

Mr. Livergood discussed details of programs and events surrounding this year's community read, *The Fault in Our Stars* by John Green.

Town Day

Schedule and plans for the library booth were discussed.

Unanticipated Items

The print room was discussed, as well as the Barry sisters' gift and Jane Howard, who is to be recognized for Vision 20/20.

Date of Next Meeting

Tuesday, October 9, 2012.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Fennelly seconded the motion and it passed unanimously. Meeting was adjourned at 9:31 pm.

Documents provided:

- Sept 11 Meeting Agenda
- Minutes from the August 15, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for August 2012
- Letter from Marilynn and Steve Carter requesting use of Community Room as non-residents
- Arlington Libraries Foundation loan agreement
- Trust Fund Allocations 2013 spreadsheet
- Trustee Goals and Objectives FY 2013
- 2013 Holiday Schedule
- Author Programs Policy
- Circulation Activity spreadsheets for August 2012 and OverDrive statistics for downloadable

library eBooks and audiobooks

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Library Trustee Minutes 08/15/12

Minutes of the Meeting of the Robbins Library Board of Trustees
August 15, 2012

Call to Order

Due to the absence of Chairman Katherine Fennelly, Vice Chairman Brigid Kennedy-Pfister assumed the role of chairing the meeting, calling it to order at 7:15.
Also attending were trustees Heather Calvin, Barbara Muldoon, Frank Murphy and Joyce Radochia. Absent were trustees Kathy Fennelly and Diane Gordon. Also attending was Library Director Ryan Livergood.

Approval of Minutes

The board approved the minutes of the meeting of June 11, 2012 as read (Ms. Muldoon/Mr. Murphy).

Communications

John Worden, attorney for the estate of Evelyn C. and Mary P. Barry, wrote a letter with regard to the $500,000 check sent as the second installment of the bequest. He described some of the limitations imposed on the bequest and requested a written acknowledgment of the library's receipt of the letter. The fund set up by the first distribution of the bequest, $300,000 is the John F. Barry & Margaret O'C. Barry Memorial Fund. John and Margaret were the parents of Evelyn C. and Mary P. Barry.

Community Time

No unscheduled members of the community were present.

Director's Report

Mr. Livergood reviewed highlights of the June/July Director's Report. Upcoming capital fall projects, which include roof repairs, repaving of the library parking lot and the reconstruction and repair of the retaining wall along the Massachusetts Avenue side of the library, may adversely affect both staff and patrons, but the director will work to minimize disruption to library services. Funding is not currently available for interior projects that we have identified as desirable and/or necessary.

Mr. Livergood discussed with the board his twelve-page report on circulation statistics for adults and children at Robbins and at Fox. Overall, circulation is up. Mr. Livergood would like to buy a door-counter for Fox. Robbins has one; the counter records an average of 1,000 patrons per day.

Town Day Booth

Arlington Town Day is on September 15. Mr. Livergood asked for trustee volunteers to work at the library booth.

Approval of FY 2013 Trustee Goals

Mr. Livergood reviewed the trustee goals, indicating which goals and objectives he considers most important. In his

view, advocacy should be the primary focus.
Ms. Radochia moved to accept the Trustee Goals for FY 2013. Ms. Calvin seconded the motion and the board approved the motion.

Report of FY 2012 Russell Fund Expenditures and Approval of FY 2013 Russell Fund Allocations

Ms. Muldoon reported that $35,000 is available for the FY 2013 Russell Fund budget. The board reviewed the Russell Fund Report of FY 2012 expenditures and the proposed Russell Fund budget of $35,000 for FY 2013. Mr. Murphy moved to approve the Russell Fund Budget for FY 2013. Ms. Muldoon seconded the motion and the board approved the motion.

Report of FY 2012 Trust Fund Expenditures & Approval of FY 2013 Allocations

The board reviewed the report of the FY 2012 Trust Fund Expenditures as well as staff requests for funding.

Ms. Muldoon explained her attempts to balance what is available for spending from both restricted and unrestricted funds with department requests. Ms. Muldoon identified the sources of the funds for particular requests, and explained that she was unable to comply with all. Basically, she level-funded all requests. Adult services requests were up substantially, as were Fox requests.

A detailed and lengthy discussion ensued. The board discussed the responsibilities of the trust fund liaison and timing issues for developing the budget. We will put subject on a future agenda. Look at the budget cycle and see how we can make adjustments to facilitate the process. Since not every request can be satisfied the board agreed that we need a sense of priorities.

We will not vote on trust fund budget until September. Before the next meeting trustees requested a spreadsheet for last year's budget allocations (FY 2012) to compare with FY 2013 requests. Ms. Muldoon will ask Ellen Porretta in the Director's Office to set up a spreadsheet.

Schedule of Sunday Openings

The board considered a number of questions regarding Sunday openings and fundraising. If the library were to be open thirty-two Sundays $38,400 will be needed. That schedule would begin October 7 with the library being open every Sunday except for Easter and end on Memorial Day weekend. The trustees considered ways to generate more interest/donations for Sunday openings, including working with the Foundation and publicizing the need through the Arlington List.

Mr. Murphy stated his belief that our original intention was for Sunday-opening fundraising to be a short-term solution and not meant to be permanent. The board hopes that the municipal budget can eventually assume the expense of Sunday hours. Since each Sunday opening costs $1,200 we have only raised enough money this year for 13 Sundays.

Ms. Radochia moved to allocate the full amount of $16,600 raised this year for spending, beginning in October. Mr. Murphy seconded the motion and the board approved the motion. Sunday opening funding will be on next month's agenda

FY 2012 Russell Fund Report

Trustees will read the Annual Report of the Russell Fund and discuss it at the next meeting.

Community Read Status Report

A committee consisting of three librarians and Mr. Livergood is planning events for this year's Community Read or Arlington Reads Together. This year's selection is a young adult novel about teenagers with cancer, The Fault in Our Stars, by John Green. The committee hopes to have the event calendar finalized by the end of August.

Robbins Print Collection Project Proposal Status Report

Mr. Livergood reported that the print collection proposal is still under discussion with Nancy Gentile. He will update the trustees at a later meeting.

Approval of Policy: Author Programs

The board agreed to table this agenda item, per request of the Library Director, until the September meeting.

Unanticipated Items

In order for the trustees to lend the library foundation the $5,000 it needs as start-up funds, the Treasurer's Office needs the federal ID # of the foundation in order to set it up as a vendor.

Date of Next Meeting

The next meeting of the board will be Tuesday, September 11.
Adjournment

At 9:25 Mr. Murphy moved to adjourn the meeting; Ms. Kennedy-Pfister seconded the motion and the board unanimously approved the motion.

Respectfully submitted,

Joyce Radochia

Documents Provided:

- Minutes of the Meeting of June 11, 2012
- June/July Director's Report
- Robbins Library Board of Trustees Goals & Objectives FY 2013
- Report of FY 2012 Russell Fund Expenditures
- Russell Fund Budget Proposal for FY 2013
- Anne A. Russell Children's Educational and Cultural Enrichment Fund FY 2012 Annual Report
- Robbins Library and Fox Branch Library Circulation Statistics for FY 2012
- Trust Fund Requests for FY 2013
- Report on Restricted and Unrestricted Trust Funds/Earnings/Availability for FY 2013
- Trust Fund Budget FY 2013
- Author Program Policy

Robbins Board of Trustees
Meeting June 11, 2012

Call to Order

Brigid Kennedy-Pfister called the meeting to order at 7:17 pm. The following additional Trustees were present: Katharine Fennelly, Diane Gordon, Joyce Radochia, Barbara Muldoon, Heather Calvin and Frank Murphy. The Library Director, Ryan Livergood, also attended.

Approval of Minutes

The Trustees approved the minutes of May 8, 2012. Ms. Fennelly made the motion. Mr. Murphy made the second. The minutes were approved unanimously.

Communications

The Massachusetts Library Trustees Association sent a membership request. Mr. Livergood will investigate the source of previous funding for memberships. Mr. Livergood and Ms. Radochia reported that Andy Ananthakrishnan was killed in a car accident this week. Members of the board remembered with gratitude his vigor, liveliness, and commitment to the Friends of the Robbins and extend the Board's deep sympathy to his family.

Community Time

No community members were present at the meeting.

Election of the Officers

The nominating committee met and is putting forward a slate of Ms. Fennelly as Chair, Ms. Kennedy-Pfister as Vice-Chair, and Barbara Muldoon as Trust Fund Liaison. These appointments will be effective July 1, 2012. Ms. Radochia made the motion. Ms. Calvin made the second. The slate was approved unanimously.

Director's Report

Mr. Livergood answered questions on the Digital Commonwealth grant application. If the grant is approved, it will help fund services of the Digital Commonwealth organization. It is focused on digitization of Local History holdings. Mr. Murphy also raised the issue of digitizing parts of the print collection. It was also noted that Robbins has a great photo collection in the Local History room. Trustees supported the meeting with Adam Levin and are interested in how it relates to marketing. Mr. Livergood shared an idea related to the high cost of Overdrive service related to having an alternative content source. This is a growing movement. Other problems with Overdrive are: the limited number of publishers that participate, raising rates, number of copies available, and the difficulty in accessing content. There are other options besides Overdrive that could be investigated. One of the candidates for Assistant Director/Head of Adult Services has been given an offer. When finalized Mr. Livergood will let us know. Ms. Calvin gave a few suggestions related to outreach.

Budget Update

The budget was approved by Town Meeting. To date, the Library is over its maintenance budget but the heating costs have been lower so this will compensate. The library is meeting the

Municipal Appropriation Requirement. After the new hire, the Library's current vacancies will be filled.

Robbins Print Collection Project Proposal

The proposal was reviewed. It was determined that the proposal needs revision. Motion by Ms. Fennelly to reserve in the account, any income remaining in the Robbins Art Fund at the end of FY 12, in anticipation of a capital project in FY13 for the preservation of the prints in the collection. Ms. Gordon made the second. The motion passed unanimously. Mr. Livergood will consult with Chip Hagy and Nancy Gentile to make a new proposal and recommendation for the art fund project.

Trustees Objectives and Administration Long Range Plan

The Trustees discussed the goals and objectives of the Trustees. There were suggestions to remove from 1B the joint calendar objective, but leave in the liaisons to the Friends groups. Ms. Calvin suggested that the Trustees might want to include under "Library Services to the Community" an objective related to assessing and understanding community needs. She also suggested that Mr. Livergood assess the Trustee objectives and reflect any hopes for them as he is new to the position. The Trustees noted a brick path area that is an eyesore. Mr. Livergood will investigate. These items will be discussed again at a future meeting and be put to a vote.

Russell Fund Summer Programming Request

The staff submitted a Summer 2012 Budget Proposal (FY 2013). The projection for the Russell Fund is $33,700. Ms. Fennelly made a motion to approve $5,885 for July and August FY2013 budget as submitted by staff requests for summer programming. Mr. Murphy made the second. The motion passed unanimously.

Book Sales at Jarrett Krosockzka Author Event.

The author Jarrett Krosockzka is appearing at Fox Branch this Saturday, in conjunction with the Feast of the East. This appearance will kick off the summer reading program. While we do not generally allow private book sales, the author is unable to bring his books with him and has asked if the Arlington's "Book Rack" bookstore could be allowed to sell his books in lieu of his own sales. The request was discussed. While we usually do not allow this, it was felt that because the request was made by the author and because it was done in conjunction with an author program where we normally allow book sales, that this would acceptable. In addition, the Trustees appreciated that a local business was involved. Ms. Fennelly made a motion to allow, at the author's request, the Book Rack to sell the author's books in lieu of author. Ms. Muldoon made the second. The motion passed unanimously.

Indoor Google Map Opportunity

The Library has been approached by Google. They are working on a new project related to mapping of interiors of large buildings. Areas that would not be mapped include secure and/or staff only areas. The consensus of the board is to go ahead with the project, but to keep an eye on whether it begins to take significant staff or other resources.

Plugged-In Sponsorship Possibility

Watertown Savings Bank contacted Mr. Livergood after meeting at the networking breakfast on the issue. The plugged in proposal was subsequently forwarded to the marketing director there. Last week Robbins heard back that Watertown Savings Bank was interested. They are interested in sponsoring but would like to have an opportunity to introduce the savings bank, its programs etc. to the participants. The consensus of the Trustees was that it was comfortable with having a library staff member introduce the bank representatives as the sponsor, to have materials available for people to look at, and to allow them to be present at the volunteer fair with a table. Mr. Livergood will send a letter outlining the Trustees preferred approach.

Unanticipated Items

The Chair was contacted by the Arlington Libraries Foundation yesterday to discuss the possibility of a loan from the Trustees of seed money for the Foundation to get started. The Trustees reviewed the proposal. After discussing the proposal, there was a consensus that the amount of the loan was not high enough for the Foundation to achieve its objective of raising $10,000 for the library comfortably. Ms. Calvin mad a motion to increase the loan amount to the Arlington Libraries Foundation to $5,000 and to approve entering into the agreement. Mr. Murphy made the second. The motion was approved unanimously.

There was a question to Mr. Livergood on the amount of funds received to date for fundraising for Sundays. Mr. Livergood reported that the amount is down, but no analysis was made of the reasons. There was a question raised on the effect of not using 1st class mail this time, and other issues. It was noted that some marketing is yet to be done (letters to the Advocate, and Note to the Arlington list.)

Next meeting

The Board will not meet in July. Next meeting Wednesday, August 15th.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Documents Provided

- Minutes from May 8, 2012 Board of Trustee meeting
- Correspondence from the Massachusetts Library Trustees Association
- Director's Report
- Recommendations for Activities of the Robbins Print Collection
- Board of Trustees Goals and Objectives FY2012
- Robbins Library Long Range Plan / Fiscal 2012 Action Plan
- Memo Regarding Summer 2012 Budget Proposal (FY2013)
- Correspondence from Bill Rogers, Partner Operations Specialist, Google
- Description of Watertown Savings Bank offer to sponsor Robbins Plugged-In series.
- Draft Arlington Libraries Foundation loan agreement

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Library Trustee Minutes 04/19/12

Meeting of the Board of the Library Trustees
Monday, April 9, 2012

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:20 pm. In attendance were trustees Heather Calvin, Katharine Fennelly, Diane Gordon, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Ryan Livergood, and Robbins Print Collection Curator Nancy Gentile.

Approval of Minutes

The trustees reviewed the minutes from the March 13 meeting. Mr. Murphy was incorrectly referred to as Ms. Murphy on page two, fourth from last sentence under the "Approval of Policies" section. Ms. Fennelly made a motion to accept the minutes as amended. Mr. Murphy seconded the motion and it passed unanimously.

Communications

The trustees expressed their heartfelt thanks to Ms. Loud for her service to the library over these many years.

The trustees acknowledged the receipt of three reports from the staff that attended 2012 PLA. The trustees were pleased with the variety of programs that the staff attended.

Community Time

No members of the community were present.

Robbins Print Fund

The trustees welcomed Nancy Gentile to discuss the Robbins Print Collection. Ms. Gentile provided a history and overview of the collection. Winfield Robbins, cousin of the Robbins Sisters, assembled the collection. The Robbins Library print collection consists of 150,000 items. Most of these items are uncaptioned. These are technically the least valuable items in the collection. The approximately 10,000 items that are cataloged are mostly small in size but some are oversized. These are matted and displayed on a quarterly basis. There have been two appraisals by same individual, with the most recent being in 1994. There is nothing in the collection of museum quality value, as the collection was purchased in bulk and is valued as such. There are lots of duplicates and the curating staff decided when going through them what should be cataloged. The major issue with the collection is that there is such a large volume of prints and it takes a significant amount of time to catalog these prints. In 1950, additional prints were purchased. Nancy has undertaken multiple projects over the years, but due to the sheer volume of prints, the collection has been seriously understaffed. We have been able to make some permanent loans to various colleges. The receiving institutions insure these permanent loans. One of these receiving institutions included the National Gallery at one point. There are also rare books with prints. These have been sorted and stored. These rare books are stored in the local history attic and were appraised separately. Mr. Murphy asked what Ms. Gentile suggested the trustees should do moving forward. Ms. Gentile indicated that first, the cabinetry that stores the prints need to be replaced. Secondly, a part-time person should be hired to mount the exhibits. Finally, as time permits, some other activities should be initiated, such as general maintenance of the prints, re-matting portions of the catalog print collection, conducting an inventory of the cataloged prints, and finding continued ways to loan portions of the collection. The trustees discussed several of the issues and difficulties of managing the print collection, including the issue that approximately 90% of the collection is not cataloged and how Ms. Gentile only has a limited amount of time to work on the collection. Ms. Loud informed the board that the cost of new cabinetry for the prints would be

approximately $13,000. This price does not include the cost of the archival boxes that would need to be phased in to replace the old boxes. The trustees requested from Ms. Gentile a time estimate in writing of what it would take to complete this project and a sequence of events.

Director's Report

The trustees reviewed the director's report. Ms. Muldoon asked for an update regarding the Adult Services Librarian position and the Assistant Director / Head of Adult Services position. The Adult Services Librarian position should be filled by mid-May and the interview process for the new Assistant Director / Head of Adult Services will begin in the middle of May as well.

Annual Report for the Public

Ms. Loud presented the Annual Report for the Public draft. The trustees discussed the draft and suggested some changes, including adding more specific numbers into the report and changing the format of “Selected Accomplishments” from one column of bullet points to two columns of bullet points. The suggested changes will be incorporated into the final version of the report, which will then be printed and distributed to town meeting members at town meeting.

Sunday Solicitation

Ms. Loud discussed the Sunday solicitation letter. A new letter needs to be generated and a new thank you letter will need to be generated. These letters must go through the Friends and must be reviewed and signed by the chair of the Friends. Ms. Loud asked if anyone had received his or her Friends renewal letter yet. Several trustees indicated they already have received it. Ms. Loud doesn't believe a Sunday solicitation should be sent on top of the Friends renewal letter. However, it must get it out in the beginning of May. Mr. Livergood or Ms. Radochia will go to the next Friends meeting the first Tuesday in May to see if funding can be secured for these letters.

Transitional/ Planning

Ms. Loud provided the trustees a preview of some upcoming issues that will need to be addressed by the end of the fiscal year and into the next fiscal year.

Policy for determining next year's Trust/Russell fund allocations

Ms. Muldoon will provide a policy for determining next year's Trust/Russell fund allocations at May's trustee meeting.

Other

Ms. Kennedy-Pfister reported that she has not yet heard back from Steve Gilligan regarding the information the trustees previously requested. The information requested must be received before the trustees feel comfortable with making a preliminary recommendation regarding the broad allocation strategy proposal from Boston Advisors.

Ms. Calvin asked if a community read book had been selected. Ms. Loud reported that a community read book would be selected at the next community read committee meeting.

Date of Next Meeting

The next trustees' meeting will be held on Tuesday, May 8, 2012 at 7:15 pm.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Fennelly seconded the motion and it passed unanimously. Meeting was adjourned at 9:31 pm.

Documents provided:

- April 9 Meeting Agenda
- Minutes from the March 13, 2012 meeting of the Robbins Library Board of Trustees

- Director's Report for April 2012
- Brief Overview of the Robbins Print Collection and Recommendations for the Future.
- Program for Maryellen Remmert-Loud Retirement Reception
- Future Projects / Concerns for Funding
- Annual Report Highlights 2011 draft flyer
- PLA staff reports (3)
- Fiscal Year 2013 Budget

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Library Trustee Minutes 03/13/12

Meeting of the Board of the Library Trustees
Tuesday, March 13, 2012

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:16 pm. In attendance were trustees Heather Calvin, Katharine Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Approval of Minutes

The trustees reviewed the minutes from the February 14, 2012 meeting. Ms. Fennelly made a motion to accept the minutes as presented. Ms. Muldoon seconded the motion and it passed unanimously.

Communications

Ms. Loud shared with the trustees the invitation for the staff appreciation luncheon hosted by Ms. Loud that will take place on Monday, March 26 from 12 pm to 2 pm.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. Mr. Murphy commented on the excellence and effectiveness of the legislative breakfast. The trustees asked why the library decided not to apply for the LSTA open grant. Mr. Livergood explained that after communicating with the MBLC consultant for the grant, he was informed the library's social media proposal was not a strong fit for the grant. Additionally, since LSTA funds could not be used to hire moonlighters in order to free regular staff to work on the grant, it would be difficult for staff to implement the program even if the grant application was accepted. The trustees asked about the meaning of the term AirPAC. Mr. Livergood explained that AirPAC was simply Innovative Interface's brand name for their new mobile online catalog product that the Minuteman Library Network has implemented. The library's online catalog is now optimized for mobile devices such as Android phones and iPhones. Patrons can use AirPAC to search for items in the catalog, place holds, and renew items on their mobile devices. Ms. Loud had two things to add to her report. Ms. Loud was asked to serve on a three-person screening committee to hire a new deputy town manager. Also, Ms. Loud will be joining the town manager next week to interview three library trustee candidates.

FY 2013 Budget Update

Ms. Loud reported there have been no changes from the last meeting. The Finance Committee has approved the library's budget. The budget for FY 2013 will meet the Municipal Appropriation Requirement (MAR).

Annual Report Flyer for the Public

Ms. Loud discussed the Annual Report Highlights flyer that is customarily handed out at town meeting after the budget is passed. The trustees discussed the value and benefits of handing out this flyer and the possibility of incorporating

information from the Massachusetts Board of Library Commissioners (MBLC) Benefits flyer into this year's Annual Report Highlights flyer. The trustees agreed incorporating MBLC's information would be beneficial for several reasons. It demonstrates how meeting the MAR benefits the town by showing the tremendous value the library receives with sharing its resources and how the library is working regionally with other libraries to save the town money.

Approval of Policies

The trustees reviewed and discussed the Donations, Bequests and Gifts policy. Ms. Kennedy-Pfister suggested revising the second sentence in the last paragraph on the first page of the policy from "The Donor, to the satisfaction of the Library, must separately endow any gift, which will cause the library to incur annual or periodic maintenance costs" to read instead as "The Donor, to the satisfaction of the Library, must separately endow any gift, which will cause the library to incur annual or periodic maintenance and insurance costs." The trustees discussed the second paragraph on the second page of the policy. This paragraph addresses the library's traditional practice of adding bookplates to library materials purchased with gift funds and acknowledging each gift in writing. While it was established these practices will continue, the trustees agreed that this paragraph didn't need to be included in the policy. Ms. Calvin suggested revising the policy by eliminating the second paragraph on the second page of the policy. Mr. Murphy made the motion to adopt this policy with the suggested revision and Ms. Fennelly seconded. The motion passed unanimously. The trustees briefly discussed how this policy will likely need to be revisited after the foundation is officially up and running.

The trustees reviewed and discussed the Reading Room Rental policy. Ms. Kennedy-Pfister suggested revising the "Hours Available" section to read: "The Reading Room and lobby area is available during hours that the library is closed." and striking the remaining sentences in the section. Ms. Fennelly made the motion to adopt this policy with the suggested revision and Ms. Muldoon seconded. The motion passed unanimously.

Foundation

Ms. Loud reported that the foundation has met with Dick Keshian. His firm has a CPA with an expertise in establishing foundations, and he will go over the bylaws, get the necessary forms filled out, correct any previous errors that might have been made during the initial process of establishing the foundation, apply for non-profit status for the foundation with the IRS, and make sure the foundation is compliant with state and federal laws. Ms. Loud also reported that the Friends voted $1000 to be allocated for foundation startup costs that can be used without restrictions. Town counsel is still looking at the paperwork to see if trust funds can be used for any foundation startup costs.

Arlington Gives Update

Due to the fact there were three non-profit groups associated with Arlington Gives that are not town funded, the brochures did not get mailed out with the water bills. One way around this issue might be to work with the new economic tourism board and have them include the three non-profit groups that are not town funded. Ms. Gandek-Tighe is working with the town counsel and the tourism board in an attempt to work out a solution.

Author Program at Town Hall-Sat. May 19

Howie Carr is booked for Saturday afternoon, May 19 at 2:00 pm.

Community Read

Ms. Loud reports that the Community Read committee this year consists of Kathy Fennelly, Joyce Radochia, Jane Howard, Sally Naish, Wendy Watson, Laura Lintz and herself. They have narrowed this year's book down to five possibilities. They hope to make the selection at their next meeting. The 2012 Community Read will occur in October. The trustees expressed their appreciation to all of the volunteers for all of their hard work on making a selection.

Plugged In Funding

Ms. Loud reported it appears that even if we were to secure sponsorship from a bank, they likely would only be willing to give us $1000. We would like to keep the momentum going for Plugged In and perhaps by next fall we would be able to find a funding source. Ms. Loud inquired whether trust funds could be used to cover April, May and June Plugged In programming. Ms. Muldoon indicated that while there is money in the McGuire fund, it is to be used for reference materials only. The trustees agreed that the McGuire fund could be used to fund reference databases which were previously funded through state aid. As a result, state aid can be used to fund Plugged In programming in April,

May, and June.

Robbins Print Collection

Ms. Loud provided an update on the status of the print collection. Currently, Nancy Gentile has been managing the collection. Her responsibilities include mounting exhibits and she would like to continue in this role. Her compensation comes out of the print fund. The board must decide if they want Ms. Gentile to continue her work, and, if so, what hourly rate they would like to pay. Her current rate is based on when she was working full-time for the Robbins Library which required her to be paid time and a half to do the job. The trustees left the conference room and visited the print room to take a look at the collection and the potential storage needs. The trustees informed Ms. Loud that they would like a formal report from Ms. Gentile on how she believes they should handle the collection. Ms. Loud will invite Ms. Gentile to the trustees meeting next month to present a report with her proposed recommendations on how to handle the print collection. The trustees would like a report in writing from Ms. Gentile prior to the trustees meeting.

Friends Update

Ms. Radochia provided an update from the Friends. There is a children's and young adult book sale this Saturday. On May 5th, there will be an antiques appraisal by Skinner Auctioneers and Appraisals. The Friends are moving towards rectifying their bylaws.

Other

Mr. Murphy met with the new town manager Adam Chapdelaine and had a delightful conversation. He found him both very pleasant and knowledgeable about many library matters, including trust fund financials.

Ms. Loud and Mr. Chapdelaine will visit the Fox to discuss cooperation between the town and the Friends of Fox.

Date of Next Meeting

The next trustees' meeting will be held on Monday, April 9, 2012 at 7:15 pm.

Director Selection Process

Ms. Kennedy-Pfister reported that the screening committee met and interviewed seven candidates. Three of the candidates are being invited back for a second interview on March 21st. Due to the Open Meeting Law there can be no discussion of who these candidates are or their characteristics. After the next interview, the screening committee will make their recommendations to the town manager who will make a direct appointment. Ms. Kennedy-Pfister will inform the trustees when the final decision has been made public.

Retirement Reception for Library Director

Ms. Loud exited the meeting. The trustees discussed Ms. Loud's retirement party. Ms. Fennelly made a motion for the trustees to spend up to $500 for the party. Mr. Murphy seconded.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. The meeting was adjourned at 9:38 pm.

Minutes submitted by Ryan Livergood

Documents provided:

- March 13 Meeting Agenda
- Minutes from the February 14, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for February 2012
- Nancy Gentile e-mail correspondence regarding the print collection
- Annual Report Highlights 2010 flyer

- MBLC Benefits flyer
- Staff Appreciation Luncheon Invitation flyer
- Donations, Bequests and Gifts policy
- Reading Room Rental policy

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Library Trustee Minutes 02/14/12

Meeting of the Board of the Library Trustees
Tuesday, February 14, 2012

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:16 pm. Attending were trustees Katharine Fennelly, Barbara Muldoon, and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Ryan Livergood, and Arlington resident David Whitney. Absent were Heather Calvin and Frank Murphy.

Approval of Minutes

The trustees reviewed the minutes from the January 10, 2012 meeting. The trustees requested that the typo of "stilling" under the "Other" section be changed to "still". Ms. Fennelly made a motion to accept the minutes as amended. Ms. Kennedy-Pfister seconded the motion and it passed unanimously.

Communications

Ms. Loud reported that in the spring Arlington Community Education will be co-sponsoring with the library three Tuesday conversations (Sean Kelly and Tim Riley-both authors and David Fixler) and three special events (Ron Suskind and Anthony Amore-authors and Tatiana Holway). As voted during the December trustees' meeting, these events will be held at the high school due to the $10 admission fee.

Ms. Loud was contacted by the new Subway restaurant across the street on Massachusetts Avenue. They would like to do something to support the library, such as provide food for teen programs. The trustees agreed that it would be acceptable to receive food from Subway to serve at teen programs providing that Subway helps us publicize the programs. The trustees also inquired if it would be possible for Subway to provide us with something to give away at Town Day. Ms. Loud will pursue these opportunities with Subway.

Community Time

Arlington resident David Whitney introduced himself and indicated he was at the meeting as part of his evaluation process on whether or not to apply for the vacant library trustee position.

Finance Committee Liaisons

Finance Committee Liaison Ms. Mary Margaret Franclemont joined the meeting to discuss the library budget for FY 2013. She asked the trustees what they wanted her to share with the finance committee. The trustees indicated that they wanted funding to restore Thursday mornings at the Robbins Library and to hire more personnel. Ms. Loud discussed that while we did get the funding to meet the Municipal Appropriation Requirement, town manager Brian Sullivan will not agree to either a restoration of Thursdays or more money for personnel since the override was intended to provide level service funding and not to restore services. Also, the town manager did not want to provide services or hire personnel that would be cut in future years. Ms. Franclemont asked the board if there was anything else the trustees wanted her to know as during the budget process if addiitional founds become available, the finance committee will make decisions on how to allocate the extra funds. Ms. Loud and the trustees indicated they could use a person for the circulation department to assist with the great volume of materials returned after a long holiday weekend. Additionally, the technology librarian could use some funds to assist her with maintaining technology needs. Before she left the meeting, Ms. Franclemont indicated to the trustees if they could think of any other requests to let her know before the Finance Committee met on the following Wednesday to discuss the library budget.

Director's Report

The trustees reviewed the director's report. Ms. Radochia asked about the Not-So-Young Young Adult book group. Mr. Livergood explained how there are many adults in their 20s and 30s who enjoy Young Adult novels. Ms. Fennelly asked when the library would be able to fill the reference librarian position left vacant by Bob James' retirement. Ms. Loud indicated that the library would have to wait at least five weeks and more specific details on an exact hiring timeline would be known within a week.

Mid-Year Report of Trustee Liaison

Ms. Muldoon very thoroughly guided the trustees through the mid-year report of trust fund expenditures. After reviewing the expenditures, Ms. Loud reminded the trustees that while some of these balances might seem high right now, staff that are responsible for spending trust funds will first spend their municipal money before their assigned trust funds.

Mid-Year Report of Russell Fund Expenditures

Ms. Loud very thoroughly guided the trustees through the mid-year report of Russell Fund expenditures. Ms. Loud reported that all are on target.

Mid-Year Evaluation of Trustee and Administrative Goals

Ms. Kennedy-Pfister led a discussion on the progress of meeting the Robbins Library Board of Trustees Goals and Objectives for FY 2012. While the Trustees agreed they had either accomplished or were on track to accomplish the vast majority of their goals and objectives, there were a few areas the trustees agreed require more attention. Library facilities was one of the areas that was discussed that needed to be further addressed. As Ms. Loud pointed out, the building program for the Robbins Library facility was written in 1987, and renovations were completed in 1992. She recommended that a formal space planning study be conducted at this point. Ms. Loud will recommend to the next library director to request funding from both the trustees and friends to fund and implement a space planning study as the needs of the community are not the same as they were 25 years ago. The trustees also discussed the objective of monitoring the storage of the Robbins Library Print Collection and agreed to put this on the agenda to discuss further at the next meeting. Ms. Kennedy-Pfister also indicated that she would write to the Friends of Fox to establish a trustee liaison with the group.

Ms. Loud led a discussion on the progress of meeting the Robbins Library Administrative Goals and Objectives for FY 2012. While most of the goals and objectives had been accomplished or were on track to be accomplished, there are a few areas that require greater attention. Several of the objectives required to meet the goal of the library as a place that provides a welcoming and useful environment still need to be addressed. Ms. Loud shared that all of the objectives needed to be completed to achieve this goal should be done as part of a larger master plan. The trustees asked which area libraries Ms. Loud thought provided welcoming and useful environments in the area. Ms. Loud provided some details regarding what she liked and disliked about the environments of some local libraries. Ms. Fennelly asked if Ms. Loud could provide some ideas on how to make the library community room nicer. Ms. Loud suggested drapes for the windows, installation of mosaic tiles behind the fireplace and painting the walls.

Approval of Policies

The trustees reviewed and discussed the Computer Use and Public Internet policy. Ms. Kennedy-Pfister suggested changing number two on the third page in the second section to read, "Develops and provides training programs on safe and effective Internet use for the public". The trustees suggested that the "Consequences of Misuse" section be moved after the "Procedures" section. The trustees suggested changing the second "Consequence of Misuse" from "Users who fail to comply with this policy" to read "Users who fail to comply with the Computer Use and Public Internet Policy". The trustees suggested that an "Additional Rules of Use" section be added and that the fourth procedure listed should be moved to the "Additional Rules of Use" section. The trustees suggested the procedure "Printing costs are currently $.15 per page." be changed to read, "Printing costs are posted next to the printer station." Ms. Fennelly made the motion to adopt this policy with suggested revisions and Ms. Radochia seconded. The motion passed unanimously.

The trustees reviewed and discussed the Teen Area - Adult Use policy. Ms. Kennedy-Pfister suggested revising the third sentence reading, "A study conducted for the American Library Association in June of 2007 indicated that teens were more likely to use the library if there was a space just for teens and if the library had a comfortable, welcoming

atmosphere." to "A study conducted for the American Library Association in June of 2007 indicated that teens are more likely to use the library if there is a space just for teens and if the library has a comfortable, welcoming atmosphere." In addition, the last sentence was revised to read, "The Teen Area is an open, activity-centered space and is neither appropriate for tutoring nor a quiet study area." Ms. Fennelly made the motion to adopt this policy with suggested revisions and Ms. Radochia seconded. The motion passed unanimously.

The trustees reviewed and discussed the Tutors policy. Ms. Fennelly made the motion to adopt this policy as presented and Ms. Radochia seconded. The motion passed unanimously.

Foundation

Ms. Loud discussed the need to file additional paperwork with the IRS to establish the foundation as a 501 (c) (3). Juliana Rice, town counsel, recommended that a lawyer be retained who has experience with establishing a 501 (c) (3) for town affiliated groups to handle the necessary foundation paperwork that needs to be filed. This would expedite the establishment of the foundation and ensure that everything will be done correctly by a professional. Ms. Gandek-Tighe has requested that the library trust funds pay the lawyer fees. Ms. Kennedy-Pfister feels that the ethics opinion rendered by the state makes it unlikely that trust fund money could support the foundation. Additionally, Ms. Gandek-Tighe requested money to help fund the foundation's share of the Arlington Gives brochure. Once again, the trustees discussed they were probably unable to authorize trust funds for foundation expenses. The Board discussed having the Friends of the Library fund the expenses of the foundation. Ms.Loud suggested that the personal donations made by herself and individual trustees to the Friends materials solicitation be re-directed by the friends to foundation expenses. Ms. Loud will discuss this at the next Friends board meeting.
The trustees also agreed that Ms. Loud should consult with town counsel on whether trust funds could be utilized for start-up expenses of the foundation

Update on Trust Fund Investment Strategy

Ms. Kennedy-Pfister did e-mail Mr. Gilligan regarding the information the trustees requested regarding the Boston Advisor's broad allocation strategy proposal, but he has not been able to get back to her yet with the information. It should be received and available for review and discussion by the March meeting.

Funding for Plugged In Series

Ms. Loud reported that the library's funding request has been turned down by another bank. She asked her contact to get feedback from the decision-making board regarding why our request was denied. The feedback we received was that the bank had targeted another project and it does not typically give an amount as high as the library requested. In fact, the highest amount they usually give is $5000. After numerous attempts at trying to secure funding through local banks, Ms. Loud feels that we will not be able to secure the amount we require for the Plugged In Series from any area bank. The trustees discussed the matter and Ms. Muldoon will take a look at the trust funds to see whether or not there is money available to put towards funding the series. The matter will be discussed again at the March meeting.

Summer Saturdays

Ms. Loud was not able to provide detailed information, as this has become a matter of collective bargaining. The process is ongoing at this time and Ms. Loud will provide an update in the future once this matter has gone through the general collective bargaining process. The Trustees should be prepared to raise approximately $7,000-$10,000 in private funds for half-days during the summer.

LSTA Grant Application

Mr. Livergood requested a letter of support from the trustees for the LSTA Open Grant Application he is working on with Ms. Lintz for a Social Media Initiative targeting Arlington residents between the ages of 20 to 35 that aren't adaquately utilizing the library. Ms. Fennelly made the motion to provide a letter of support and Ms. Radochia seconded. The motion passed unanimously.

Director Selection Process

Ms. Kennedy-Pfister had a discussion with outgoing town manager Brian Sullivan about the desire of the trustees to be more involved in the library director hiring process. Mr. Sullivan felt that this might discourage applicants since Open Meeting Laws would apply to this situation. It is suggested that before the first interviews, which will be conducted on

March 7, trustees should individually send to Ms. Kennedy-Pfister not only specific questions for the candidates, but also the kind of personality, experience, and characteristics the trustees believe that the ideal library director should possess. With this feedback, a set of questions will be compiled. This is the only way this process can be done without making it subject to Open Meeting Laws.

Other

Ms. Loud reported that Dick Haley contacted the library and is able to get Howie Carr to come and do an author event for the Robbins Library. The trustees discussed the matter and agreed that they should pursue Howie Carr for an author event at Town Hall.

Ms. Fennelly remarked on how the Legislative breakfast event was wonderful.

Ms. Loud left the room and the trustees discussed details regarding Ms. Loud's retirement party.

Date of Next Meeting

The next trustees' meeting will be held on Tuesday, March 13, 2012 at 7:15 pm.

Adjournment

Ms. Fennelly moved to adjourn the meeting. Ms. Radochia seconded the motion and it passed unanimously. Meeting was adjourned at 9:59 pm.

Documents provided:

- February 14 Meeting Agenda
- Minutes from the January 10, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for January 2012
- FY 2013 Library Budget
- Robbins Library Board of Trustees Goals and Objectives FY 2012
- Robbins Library Long Range Plan, Fiscal 2012 Action Plan
- FY 2012 Trust Funds Mid-Year Report
- FY 2012 Anne Russell Children's Education and Cultural Enrichment
- Tutors policy
- Computer Use and Public Internet policy
- Teen Area - Adult Use policy

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Library Trustee Minutes 01/10/12

Meeting of the Board of the Library Trustees
Tuesday, January 10, 2012

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:17 pm. Attending were trustees Heather Calvin, Katharine Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Trust Funds

The trustees briefly discussed the trust fund broad allocation strategy proposal from Boston Advisors. Mr. Murphy summarized the proposal, which would involve reallocating investments into alternative assets with the goal of minimizing volatility to ensure a steady stream of total net returns. Mr. Murphy and Ms. Muldoon shared their concerns regarding the proposal. While the proposal is designed to reduce risk, some of the alternative assets presented in the plan are probably investments that might actually expose trust funds to risk and they should probably be avoided. The trustees agreed that they needed to find out from Mr. Gilligan exactly how this proposal minimizes risk. The trustees also agreed that they needed to find out from Mr. Gilligan any fees, including transaction fees, this new proposal would involve.

Approval of Minutes

The trustees reviewed the minutes from the December 13, 2011 meeting. Ms. Fennelly made a motion to accept the minutes as amended. Ms. Radochia seconded the motion and it passed unanimously.

Communications

The trustees received a letter from Louise Crosby thanking them for the holiday luncheon.

Director's Report

The trustees reviewed the director's report.

Meeting with the Town Treasurer

Stephen Gilligan, town treasurer, met with the trustees to present Boston Advisor's broad allocation strategy proposal. Mr. Gilligan explained to the trustees the history behind town investments and the process that led to the town working with Boston Advisors. Mr. Gilligan explained in great detail what the broad allocation strategy proposal involved and why it was being considered. As Mr. Gilligan explained, the broad allocation strategy would broaden investment allocation to include not just stocks and bonds, but other assets as well, including but not limited to commodities. This shift would be minor in nature and involve only shifting 10% of stocks and bonds into alternative assets. The reason for this shift would be to mitigate, or hedge, against risk. If there was a peak surge in the market, the gains realized might not be as high as they could be, but, on the other hand, in a down market, the lows would not be as low as they could be either. As Mr. Gilligan explained it, when stocks are up, bonds are down, and vice versa. While stocks and bonds react this way in the market, commodities do not react in the same manner. This is where the broad allocation strategy becomes part of the formula, when you have an economic correction and you are dealing with the volatility of stocks and bonds during this period. When the market is shaky and volatile, the commodities help by balancing your investments. While the law says that Mr. Gilligan can accept this proposal without the approval of the three trust fund commissions, he believes in transparency and wanted to discuss the proposal with the trustees.

After Mr. Gilligan's presentation, a very lengthy discussion ensued regarding the proposal and the trustees had many questions for Mr. Gilligan, including questions about fees, the riskiness of the alternative assets under the broad allocation strategy, the ability to choose specific alternative asset segments to avoid under this proposal, and how this strategy would have performed historically if it had been implemented in the past. Mr. Gilligan informed the trustees that management fee expenses are very low under this proposal. They are set at 52 basis points, or 0.52%. While there are additional transaction costs, they are very minor as well. Mr. Gilligan indicated it would be possible to tailor the assets by allowing the removal of either specific assets (for example, soybeans) or segment assets (for example, agriculture). Mr. Gilligan also mentioned that Boston Advisors would be happy to come out and discuss the specifics of the proposal in greater detail. Mr. Gilligan said the main factors that will drive his decision to move forward with this proposal are safety, liquidity, and yield. While the cemetery commission has voted in favor of adopting this proposal, Mr. Gilligan still hasn't made a decision on what he will ultimately decide to do, even if all three commissions vote in favor of adopting this proposal. Right now, he is leaning in favor of adopting the proposal. However, Mr. Gilligan made it very clear that he will not do anything to jeopardize investment policy, his relationship with the three commissions, and the stability of town funds before he left the meeting.

The trustees further discussed the proposal after Mr. Gilligan left the meeting. The consensus was that there were still many concerns regarding this proposal and many questions that still needed to be answered before the trustees made a decision one way or another on whether they were in favor of adopting the proposal. Ms. Kennedy-Pfister will ask Mr. Gilligan for a pro forma with historical results under the broad allocation strategy, more information that defines alternative assets in greater detail, and information regarding the liquidity of alternative asset investments under the broad allocation strategy.

Community Time

No members of the community were present.

Update on FY13 Budget Request

Ms. Loud reported that the town plans to provide the library an additional $61,500 to meet the state municipal appropriation requirement (MAR). There is no promise this will happen definitively, as the request for more funds to meet the MAR will be further evaluated as other budgets needs arise. Other than $10,636 that will be put back in to fund the Fox's partial day, none of this money can be allocated for permanent personnel. These additional funds can go towards materials, building maintenance, furniture, equipment and technology. This money could also be used to put more into the Minuteman Library Network (MLN) fee which would provide more access to the public. The town manager felt strongly that this money cannot be used to add hours of operation, as it was indicated to the public that if the override passed, hours would not be restored to Thursday mornings and he anticipates budget reductions in future years.

Russell Fund (Coordinator and Sing-a-longs)

Ms. Loud requested that the performance fees be raised from $100 to $130 for each 30 minute singalong as our rates are significantly below that of other towns. This would not impact the Russell Fund for the remainder of the fiscal year. Ms. Fennelly made a motion that the performance fees for singalongs being funded by the Russell Fund increase from $100 to $130 effective July 1, 2012. Mr. Murphy seconded and the motion passed unanimously. Ms. Kennedy-Pfister pointed out that the other groups that fund singalongs (both Friends groups) are free to raise their performance fees before July 1, 2012.

Ms. Loud reported that Liza Halley, Russell Fund Coordinator, was resigning from the position. Ms. Loud would like Ms. Halley to train the future Russell Fund Coordinator and to write the Russell Fund report. Ms. Loud asked if it would be possible to allocate money out of the Russell Fund to fund the training and the work on the report. Ms. Muldoon indicated that funds could be taken out of the Russell Fund. The trustees were deeply dismayed by Ms. Halley's decision. The trustees appreciate all of Ms. Halley's great work, appreciate her willingness to train the future coordinator, and thank her for her many years of service. Ms. Fennelly made a motion to allocate $654.50 to pay Ms. Halley for 34 hours of work uniquely for this period of transition running from March 13 to May 15, 2012. Ms. Radochia seconded and the motion passed unanimously.

Annual Report

Ms. Loud indicated that she has long wanted to change the format of the Annual Report, as it seemed to be too wordy and lengthy in the past. In this 2011 Annual Report, she suggested that the sections on accomplishments and future

goals be formatted with bullets. The rest of the report would remain as a narrative as in previous years. The trustees approved this new format with the understanding that the bulleted format could be changed by the Town Manager's Office.

Approval of Policies

The trustees reviewed and discussed the Reference Services policy. Revisions recommended by the trustees at the previous meeting had been implemented into the policy. Ms. Fennelly made the motion to adopt this policy with implemented revisions (including the date as amended, 1/10/2012) and Ms. Radochia seconded. The motion passed unanimously.

The trustees reviewed and discussed the Privacy, Subpoenas, and Search Warrants policy and the Patriot Act Procedures document. Revisions recommended by the trustees at the previous meeting with additional suggestions from town counsel had been implemented into the policy. Ms. Fennelly made the motion to adopt both the Privacy, Subpoenas, and Search Warrants policy and the Patriot Act Procedures with implemented revisions and Ms. Radochia seconded. The motion passed unanimously. Ms. Kennedy-Pfister asked that these documents be distributed to staff immediately.

Ms. Loud inquired how the trustees felt about patrons using either the conference room and/or community room if they were not in use at the time and while both study rooms were unavailable. The trustees agreed this would be fine as long as these patrons follow both regular library procedures and study room procedures.

Staff Development Funds

Ms. Loud requested that an additional $4,000 be allocated for staff development to allow three staff members to attend the Public Library Association Conference in Philadelphia. Ms. Muldoon realized that $4,479 in the Farmer Fund initially allocated for fundraising cannot go towards fundraising for the foundation. Thus, Ms. Muldoon moved that $4,000 be transferred from the Farmer Fund initially allocated from the trustee fundraising project to be reallocated for staff development. Ms. Fennelly seconded and the motion passed unanimously.

Other

Ms. Fennelly reported that she and Ms. Gandek-Tighe are close to finding a replacement for Ms. Fennelly on the foundation board.

Ms. Loud reported that the trustee vacancy will be re-advertised and that the board should encourage people to apply. Ms. Loud also reported that the Town Manager does not wish to advertise this position via social media or the library's website.

Ms. Loud informed the trustees that the East Cambridge Savings Bank will vote on funding the Plugged In series on January 25th.

Ms. Loud asked the board if any of the trustees wanted to be servers at the legislative breakfast at the Robbins Library on Thursday, February 9th.
Ms. Radochia and Ms. Fennelly said they would be willing to serve. Ms. Loud reported that both members of the staff and Friends have also volunteered to serve.

Ms. Calvin inquired if there was any news regarding summer weekend hours. Ms. Loud reported that Ms. Malloy was in the process of contacting the labor relations council and waiting to hear back on how to proceed. Ms. Loud also reported that donations for Sunday hours are still coming in from the community.

Date of Next Meeting

The next trustees' meeting will be held on Tuesday, February 14, 2012 at 7:15 pm.

Director Selection Process

Ms. Loud and Mr. Livergood exited the room and the trustees discussed the qualities and characteristics they would like to see in the next library director.

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nce of Policies

e trustees reviewed and discussed the [illegible] policy. [illegible] recommended by the trustees at the [illegible] meeting had been incorporated into the policy. [illegible] The motion passed [illegible]

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Fennelly reported [illegible] board.

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Lord informed the trustees that the East Cambridge Savings Bank [illegible] ruary 23.

[illegible] Thursday, February 16. [illegible] Friends have also volunteered to serve.

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e of Next Meeting

next trustees' meeting will be held on Tuesday, February 14, 2012 at 7:15 pm.

rary Selection Process

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Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Fennelly seconded the motion and it passed unanimously. Meeting was adjourned at 9:45 pm.

Documents provided:

- January 10 Meeting Agenda
- Minutes from the December 13, 2011 meeting of the Robbins Library Board of Trustees
- Director's Report for December 2011
- Director's Annual Report for 2011
- Request for Contracted Work
- Request for Rise in Performer Fees
- Broad Allocation Strategy Recommendation Documentation
- Reference Services policy
- Privacy, Subpoenas, and Search Warrants policy
- Procedure on Responding to Requests from Law Enforcement Officials Related to the Patriot Act

Meeting of the Board of the Library Trustees
Tuesday, December 13, 2011

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:22 pm. Attending were trustees Heather Calvin, Katharine Fennelly, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood. Absent was Barbara Muldoon.

After the meeting was called to order, the trustees discussed the announcement Ms. Loud had made earlier in the day regarding her retirement. The trustees are shocked and saddened by the news. Ms. Loud will be greatly missed!

Approval of Minutes

The trustees reviewed the minutes from the November 8, 2011 meeting. The trustees requested that the typo of "venerable", which appeared multiple times on the fifth page, be corrected to "vulnerable". Ms. Fennelly made a motion to accept the minutes as amended. Ms. Calvin seconded the motion and it passed unanimously.

Communications

The library has received a $300,000 check from the estate of Evelyn C. Barry that will be used to establish "The John F. Barry and Margaret O'C. Barry Memorial Fund" in honor of the donor's parents. Ms. Loud thought that the library would be receiving a total of $1,000,000 from the estate and wondered if this was correct and whether there would be another check coming. The trustees briefly discussed what was known regarding the parameters and conditions of the trust and decided to wait until the trust was officially established and guidelines were in place on how these funds could be allocated before discussing the matter further.

The trustees briefly discussed the Boston College Educational Seismology Project (BC-ESP) proposal previously made by the Weston Observatory of Boston College. Ms. Loud briefly spoke with the woman in charge of the project. Since this woman was going out on leave and will be unavailable for awhile due to medical issues, Ms. Loud was only able to learn a few new details regarding the project. The library would have to come up with $10,217 for the first year of the project and have to provide a dedicated space for the seismograph. The Weston Public Library is participating in the project right now. Ms. Loud will go to the Weston Library and learn more about the project and continue to gather information from the woman in charge of the project when she becomes available again. The trustees tabled this discussion until these steps could be taken.

Ms. Kennedy-Pfister shared a thank you letter from Mary Margaret Franclemont for the Board's expression of sympathy for the death of her father.

Ms. Loud informed the trustees that Steve Gilligan had originally intended to come to this meeting to discuss trust fund investment strategies, but she instead asked Mr. Gilligan to come in January. Mr. Murphy informed the trustees that he, along with Ms. Muldoon, have attended all the trust fund meetings. Mr. Murphy very briefly discussed the trust fund broad allocation strategy proposal and directed the trustees to read the communications distributed outlining the proposal. This proposal will be discussed at the January meeting with Mr. Gilligan present.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. The trustees loved the "Giving Thanks" video that library staff produced and shared with the public via the library's website and on Facebook. Ms. Calvin asked if the chat reference service was available through the library's website. Mr. Livergood indicated that this was the case and that patrons could access chat reference from any page within the library's website. Ms. Calvin inquired if the favorite books of 2011 survey was available online via the library's website as well. Mr. Livergood indicated that it is accessible on the front page of the library's website. Mr. Murphy noted the percentage increase in usage statistics at the Fox branch and asked if this was a result of the Fox being opened on Fridays. Ms. Loud said that being open an additional day was certainly a major factor but also Ms. Lintz, the new branch librarian at the Fox, was doing an terrific job and deserved much of the credit for the increased statistics. Ms. Fennelly shared her disappointment that the Plugged In at the Robbins series still didn't have sponsorship. Ms. Loud assured the trustees that she will still actively work on securing sponsorship. Ms. Calvin inquired if there were any updates regarding the trustee vacancy. Ms. Loud indicated that no one has yet applied. Ms. Loud suggested the trustees contact anyone they know that might be interested and encourage them to apply. Ms. Kennedy-Pfister asked if we could put the trustee vacancy in the town alert. Ms. Loud said this was possible. The trustees also suggested that a vacancy announcement go on the parents list. Ms. Kennedy-Pfister suggested that a vacancy announcement be posted on Twitter, Facebook, and the library's website. Ms. Loud is going to check to see if this is acceptable to the Town Manager, in addition to talking to the Children's staff to see if they are aware of any good candidates. Ms. Loud announced that the legislative breakfast will be held at the Robbins Library on February 9th.

Ms. Kennedy-Pfister shared a thank you letter from Mary Margaret Frandamont for the Board's expression of sympathy for the death of her father.

Ms. Loud informed the trustees that Steve Gilligan had originally intended to come to this meeting to discuss trust fund investment strategies, but she instead asked Mr. Gilligan to come in January. Mr. Murphy informed the trustees that he, along with Ms. Moulton, have attended all the trust fund meetings. Mr. Murphy very clearly discussed the trust fund based allocation strategy proposal and directed the trustees to read the communications distributed outlining the proposal. The proposal will be discussed at the January meeting with Mr. Gilligan present.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. The trustees loved the "Giving Thanks" video that library staff produced and shared with the public via the library's website and on Facebook. Ms. Calvin asked if the chat/reference service was available through the library's website. Ms. Livingston indicated that this was the case and that patrons could access chat reference from any page within the library's website. Ms. Calvin inquired if the favorite books of 2021 survey was available online via the library's website as well. Ms. Livingston indicated that it is accessible on the front page of the library's website. Mr. Murphy noted the percentage increase in usage statistics of the Fox branch and asked if this was a result of the Fox being opened on Fridays. Ms. Loud said that being open an additional day was certainly a major factor but also Ms. Lopez, the new branch librarian at the Fox, was doing an terrific job and deserved much of the credit for the increased statistics. Ms. Kennedy shared her disappointment that the Plugged In at the Robbins series still didn't have sponsorship. Ms. Loud assured the trustees that she will still actively work on securing sponsorship. Ms. Calvin inquired if there were any updates regarding the trustee vacancy. Ms. Loud indicated that no one has yet applied. Ms. Loud suggested the trustees contact anyone they know that might be interested and encourage them to apply. Ms. Kennedy-Pfister asked if we could put the trustee vacancy in the town alert. Ms. Loud said this was possible. The trustees also suggested that a vacancy announcement go on the parents list. Ms. Kennedy-Pfister suggested that a vacancy announcement be posted on Twitter, Facebook, and the library's website. Ms. Loud is going to check to see if this is acceptable to the Town Manager, in addition to talking to the Children's staff to see if they are aware of any good candidates. Ms. Loud announced that the legislative breakfast will be held at the Robbins Library on February 5th.

FY 13 Budget Update

Ms. Loud announced that the FY 2013 Budget has been submitted. As was discussed during the last meeting, a separate memo with requested increases and justification for these increases was submitted. Ms. Loud is not optimistic that this action will result in any budget increases, but there has been no meeting yet with the Town Manager to discuss the budget, so time will tell. The trustees greatly appreciate Ms. Loud making the extra effort.

Fundraising

Ms. Loud reported that over 500 materials solicitation letters on Friends' stationary and in Friends' envelopes have been sent out. The result of this action was an incurring of additional expenses for the Friends of the Library that may be absorbed by the *Not Your Average Joe's* fundraiser. The trustees all agreed that the letter was well-done and Ms. Gandek-Tighe did terrific work on creating the letter. Ms. Loud reported that Ms. Gandek-Tighe is actively recruiting potential board members for the foundation. Ms. Loud announced that the $2000 matching funds for the youth services fundraising campaign is complete and it was a great success, as the campaign received $3000 in donations resulting in a grand total of $5000 when including the matching funds. Ms. Loud reported that the *Not Your Average Joe's* fundraiser was one of the most successful fundraisers the restaurant has ever had with this program, resulting in a total of $275. The trustees thought it would be a great idea for the Friends to encourage all the restaurants in the town to take turns and do a fundraiser like this for the library.

Policies for Approval

The trustees reviewed and discussed the Reference Services policy. The trustees agreed that several changes needed to be made to this policy and that the language is not consistent throughout the document. The trustees recommended several revisions to the document for Ms. Loud to implement. The policy with recommended revisions will be discussed at the next meeting.

The trustees reviewed and discussed the Privacy, Subpoenas, and Search Warrants policy and the Patriot Act Procedures document. Ms. Kennedy-Pfister suggested that the phone numbers of director, assistant director, and town counsel be removed from the Patriot Act Procedures document and instead be put on a bulletin board within the library for staff. The trustees felt that the procedure was not clear enough and the policy should outline step-by-step what staff should do in the event of law enforcement officials requesting confidential library records. Additionally, the policy should be clear that staff do not have to immediately comply with law enforcement officials' requests. Ms. Loud will revise these documents and share the trustees' concerns about the documents with town counsel.

Community Education Request

Arlington Community Education is sponsoring two author events in the Spring, and they have requested that the library co-sponsor these events with them. Ms. Loud reported that the major issue with this request is that they will be asking event attendees for a $5 donation for the Learning Commons at Arlington High School at one of the events and charging a $10 admission fee for the other event. If they wish to hold these events here at the Robbins Library, this would go against our long-standing policy of not charging fees for events. The trustees discussed this request. The trustees agreed that the key point here is the potential location of the events and that co-sponsorship will be contingent on the location of the event being held off library property. Mr. Murphy moved to approve co-sponsorship of the events; if the location is held outside of the library, a fee may be charged; if the event is held at the library, there can be no event fee. Ms. Fennelly seconded and the motion passed unanimously.

Request to Accept Donation of Painting

Ms. Loud informed the board of a request she had received to accept the donation of a Mark Twain painting. The trustees inquired whether or not we had any information on the artist, the painting value, and whether or not the painting had any historical significance. Ms. Loud did not know the answer to these inquiries, so the trustees decided to make a decision on this request in the future only after these details regarding the painting have been obtained. The trustees further discussed when and under what conditions the library should be accepting items of artistic worth.

Marketing Plan

Ms. Loud discussed the Marketing Activities for FY 2012 and how these duties have been delegated among library staff and the need to make marketing more systematic. Ms. Loud informed the trustees that there would be a discussion on branding in January, but she was not sure how far the library should move towards working on branding considering her impending retirement. Mr. Murphy mentioned that he knows the person that does marketing for the MBLC, and he might be able to arrange for her to come to the library and share with us some information on how to promote the library. Ms. Loud also discussed the need to review the layout of the library and to evaulate the use of space since it has been 20 years since the building renovation and addition. “Reinventing the library” might be a exciting project to promote when launching the foundation. However, Ms. Loud believes this is a project that will need to wait until a new director is in place.

Discussion of trustee liaison to Friends of Robbins Library

The trustees discussed the vacancy for trustee liaison to the Friends of the Robbin Library. Ms. Radochia was interested in filling the vacancy and will act as the new trustee liaison.

Other

Ms. Loud mentioned the upcoming Public Library Association (PLA) 2012 Conference in Philadelphia during the week of March 13th. When the request was made for staff development funds, funds were not allocated for this conference. The trustees agreed that staff development was important and that it was in the library's best interest to send staff to PLA 2012. Ms. Kennedy-Pfister inquired how much money would be required to send library staff to the conference. Ms. Loud indicated that approximately $6000 would be required for three staff members to attend considering the registration, transportation, and lodging costs involved. Ms. Fennelly made a motion to approve up to $6000 for staff development funds to put towards PLA 2012. Mr. Murphy seconded, and the motion passed unanimously, subject to Ms. Muldoon's ability to locate a funding source for the additional $4,000 needed.

Date of Next Meeting

The next trustees' meeting will be held on Tuesday, January 10, 2011 at 7:15 pm.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Fennelly seconded the motion and it passed unanimously. Meeting was adjourned at 9:20 pm.

Documents provided:

- December 13 Meeting Agenda
- Minutes from the November 8, 2011 meeting of the Robbins Library Board of Trustees
- Director's Report for November 2011
- Marketing Activities - FY 2012
- Marketing Plan September 2011
- Broad Allocation Strategy Recommendation
- Reference Services policy
- Privacy, Subpoenas, and Search Warrants policy
- Procedure on Responding to Requests from Law Enforcement Officials Related to the Patriot Act

Meeting of the Board of the Library Trustees
Tuesday, November 8, 2011

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:18 pm. Attending were trustees Heather Calvin, Katherine Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Approval of Minutes

The trustees reviewed the minutes from the October 11, 2011 meeting. The trustees requested that under the Communications section, the date of the MFOL/MLTA conference be amended to Saturday, November 5 from the incorrect date of November 15. Ms. Fennelly made a motion to accept the minutes as amended. Ms. Radochia seconded the motion and it passed unanimously.

Communications

Ms. Kennedy-Pfister shared with the trustees a lengthy letter that she had just received from Boston College. The letter indicated that the organization wanted to provide the Robbins Library the unique educational opportunity to be a part of the Boston College Educational Seismology Project (BC-ESP). Representatives from the Weston Observatory of Boston College would like to schedule a meeting to discuss the possibility of locating a seismograph at the Robbins Library. They are currently in the process of selecting candidate libraries and the program would take place in the September 2012 to January 2013 time frame. The trustees briefly discussed the pros and cons of participating in this program, including what staff time might be involved and potential costs to the library. The trustees agreed to defer a decision on whether or not to pursue this opportunity for a month to provide sufficient time to review the proposed project.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. An inquiry was made what exactly was meant by eMedia. Ms. Loud explained that eMedia in the report referred to

the library's OverDrive collection, a subscription service that provides patrons access to ebooks and audiobooks. When the library invests in this collection, it is only leasing the content rather than buying and permanently owning the content. Ms. Calvin inquired how exactly the OverDrive service worked. Mr. Livergood attempted to explain the basics, indicating that the process is not very user friendly at this time. Ms. Fennelly shared her experience using the OverDrive service and shared the opinion that the service is not user friendly. Mr. Murphy expressed that how libraries deal with ebooks is a difficult issue and getting more and more complicated all of the time. He attended a session at the MFOL/MLTA conference on ebooks in libraries and learned how other libraries in Massachusetts are dealing with ebooks. Mr. Murphy is going to meet with Mr. Livergood and discuss what he learned about ebooks in libraries at the conference. Ms. Loud indicated that the library currently owns some eReaders and, thanks to the Friends, has the money to purchase more. There is a plan in progress to give staff the opportunity to use these devices in-house so they can share with the public knowledge on how to borrow ebooks from the library.

Ms. Loud reported that she has not yet secured a corporate sponsor for the "Plugged In at the Robbins" series but that she will continue her efforts. Ms. Loud explained that to move "Plugged In" forward in the meantime, we are working on programs we can do as staff without outside presenters, such as the Technology Gift Guide Showcase event that Mr. Livergood is organizing on December 7.

Mr. Murphy asked about the marketing plan. Ms. Loud discussed how a marketing PIT was organized a few years ago. As a result, many great ideas were generated and now the library has a basic marketing plan. The next step is to assign individuals to work on the various pieces of the plan. Before that can be done, the work of the emerging technologies committee that Mr. Livergood is in charge of must be finalized, and that should be done by next month.

Ms. Loud reported that one of the Community Read events, the presentation on Islam, has occurred with several more events upcoming. Ms. Loud spoke with the Town Manager and they discussed the exact terminology that could be used in advertising for a new trustee, which included someone with an interest in children's services and excellent marketing, communication, and writing skills. The trustees discussed the Friends Appreciation event on Wednesday, October 19. Ms. Kennedy-Pfister, Ms. Muldoon, and Ms. Radochia were all in attendance. It was a fantastic event with a great turnout, and Ms. Muldoon commented on how excellent all of the speeches were.

FY 2013 Budget

Ms. Loud indicated that in terms of the FY 2013 budget, level service equals level funded. Regardless, the deputy town manager indicated that we can submit a memo requesting a budget with increases that at least meet the state municipal appropriation requirement. Ms. Loud explained how a level funded budget still

does not meet the state municipal appropriation requirement (MAR). The trustees discussed how important is was to make the case for a budget that meets the MAR as there is a danger that the town, for the third year in a row, will not meet the state's municipal appropriation requirement and unless the state grants a waiver, the town will face de-certification and the potential loss of borrowing privileges at local libraries. Ms. Loud discussed the "Potential Additions to FY 2013 Budget" document that was provided and the justifications for these costs. After a lengthy discussion the Board directed Ms. Loud to submit funding requests for personnel for Thursday morning hours, Sunday afternoon hours, a partial day at Fox to relieve the Friends of Fox from this commitment, part-time library assistants in the Circulation Department and for technology and a replacement for the Technology Librarian in the Saturday rotation. Ms. Loud also reported that the FY13 request already submitted included increases for materials and other items as well as salary increases approved through the collective bargaining process.

Revision to Holiday Schedule-2012

Ms. Loud discussed the New Years Day holiday closings. On any Sunday holiday, the whole town is closed on the following Monday. Thus, since New Years Day is on Sunday, January 1, 2012, the library will be closed on Monday, January 2, 2012 per Union Contract/Town Bylaws. The trustees also discussed the Veterans Day holiday in 2012. Ms. Loud indicated that when a few of the staff heard we would be open on November 11, 2012, they felt it was disrespectful to Veterans. According to the Commonwealth, the legal Veterans Day holiday is on Sunday, November 11, even though it is a November 12 federal holiday. However, the Commonwealth also recognizes that businesses can be opened in afternoon on Sunday, November 11. Ms. Loud discussed this with town counsel, and if the library were to be open on Sunday, November 11 there would be no legal violation. After further discussion by the trustees, Ms. Fennelly made the motion to open the library on Sunday, November 11, 2012. Ms. Radochia seconded and the motion passed.

Outline for Annual Report

Ms. Loud inquired whether or not the trustees wanted to make any changes on how the Annual Report was usually formatted and written. The trustees felt that no changes were necessary.

Fundraising

Ms. Loud reported on the progress of the $2000 matching funds for youth services fundraising campaign. There has not been a lot of money coming in, so it is time to intensify the campaign. Ms. Loud will put this campaign as a banner headline on the website, increase visibility promoting the campaign within the

library, promote the campaign using social networking more aggressively, and explore putting something in the Advocate.

Ms. Loud reported that the November materials solicitation letter, which will be sent solely by the Friends of Robbins Library, is under review by John Gearin, President of the Friends and will be mailed at the end of November.

Ms. Loud also reported that Kathryn Gandek-Tighe has generated a list of names for possible foundation candidates. Ms. Fennelly indicated that the Thank You letters were going out for Sundays sponsorship. Ms. Kennedy-Pfister inquired whether there has been anything in the Advocate lately thanking people for supporting the library, and Ms. Loud indicated there has not been anything lately.

Policies for Approval

The trustees reviewed and discussed a number of policies.

- The trustees reviewed and discussed the "Use of Staff Equipment and Supplies by the Public" policy. Ms. Kennedy-Pfister asked that the terminology of "office equipment" be added into the Purpose section. In addition, she asked that under the first paragraph in the Policy section, the "e.g. paper cutters" be amended to "e.g. paper cutters, staff computers". Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Volunteers" policy. A section regarding CORI checks has been added. The trustees agreed to change the term "homebound volunteer" to appear in the policy as "homebound delivery program volunteer". Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Radochia seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Distribution of Free Literature and Soliciting" policy. Ms. Loud added in paragraph six, "No items may be sold by any individual or group using the library without the written advance permission from the Board of Trustees. Application should be made through the Library Director at least one month prior to the meeting." Ms. Kennedy-Pfister suggested amending this by eliminating "at least one month prior" and the trustees agreed. Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Muldoon seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Problem Patrons" policy. Ms. Kennedy-Pfister asked that the third paragraph be moved in between paragraphs one and two. Ms. Kennedy-Pfister made the motion to adopt the policy with this change and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Problem Patron Procedures" policy. The "Nonproblem Behavior" heading will be eliminated. Under the

library, promote the campaign using social networking more aggressively, and explore putting something in the Advocate.

Ms. Loud reported that the November materials solicitation letter, which will be sent solely by the Friends of Robbins Library, is under review by John Geerin, President of the Friends and will be mailed at the end of November.

Ms. Loud also reported that Kathryn Gandek-Tighe has generated a list of names for possible foundation candidates. Ms. Fennelly indicated that the Thank You letters were going out for Sundaye sponsorship. Ms. Kennedy-Pfister inquired whether there has been anything in the Advocate lately thanking people for supporting the library, and Ms. Loud indicated there has not been anything lately.

Policies for Approval

The trustees reviewed and discussed a number of policies.

- The trustees reviewed and discussed the "Use of Staff Equipment and Supplies by the Public" policy. Ms. Kennedy-Pfister asked that the terminology of "office equipment" be added into the Purpose section. In addition, she asked that under the first paragraph in the Policy section, the "e.g. paper cutters" be amended to "e.g. paper cutters, staff computers". Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Volunteers" policy. A section regarding CORI checks has been added. The trustees agreed to change the term "homebound volunteer" to appear in the policy as "home-bound delivery program volunteer". Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Radcliffe seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Distribution of Free Literature and Soliciting" policy. Ms. Loud added in paragraph six, "No items may be sold by any individual or group using the library without the written advance permission from the Board of Trustees. Application should be made through the Library Director at least one month prior to the meeting." Ms. Kennedy-Pfister suggested amending this by eliminating "at least one month prior" and the trustees agreed. Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Muldoon seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Problem Patrons" policy. Ms. Kennedy-Pfister asked that the third paragraph be moved in between paragraphs one and two. Ms. Kennedy-Pfister made the motion to adopt the policy with this change and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the "Problem Patron Procedures" policy. The "Non-problem Behavior" heading will be eliminated. Under the

"Inappropriate Use of the Library" section, the examples of inappropriate use to add include "gathering signatures for ballot initiatives" and "using the facility for running your business". In the "Inappropriate Use of the Library" section, the language of "if the person refuses to behave more appropriately" will be replaced with "if the person refuses to comply". Under the "Misuse of Staff Time" section, "If the patron demands that a staff member perform functions that are inappropriate" will be changed to "If the patron demands that a staff member perform functions that are outside the scope of regular library duties". The dates the policy was approved and amended should be removed from the middle of the policy and placed at the end of the policy. The "Procedures for Dealing with Problems Regarding Children" will be changed to "Procedures for Dealing with Children" throughout the policy. The asterisks for the guide should be put in one location within the policy. Under the "Vulnerable or Unattended Children" section, the language that reads "walk around the Children's area with the child" should be changed to "walk around the immediate area with the child". The (2) next to "Vulnerable child" on the last page should be removed. Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.

Ms. Kennedy-Pfister reminded the trustees that at future meetings, only two or three policies maximum would be reviewed per meeting.

Friends Update

The trustees discussed the Friends Appreciation event and again remarked what a wonderful event it was. Ms. Loud reported that on Thursday, December 1st at 7:30 pm there will be a presentation by Michael Brophy on Irish-American Catholic Genealogy. On Thursday, January 26 at 7 pm there will be a "New Age Gawain and the Green Knight" performance by Diane Edgecombe. The Friends are also co-sponsoring the "Taste of New Orleans" Community Read event at Town Hall on November 13 at 2:30 pm.

Other

No other topics were discussed

Date of Next Meeting

The next trustees' meeting will be held on December 13, 2011 at 7:15 pm.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. Meeting was adjourned at 9:20 pm.

"Inappropriate Use of the Library" section, the examples of inappropriate use to add include "gathering signatures for ballot initiatives" and "using the facility for running your business". In the "Inappropriate Use of the Library" section, the language of "if the person refuses to behave more appropriately" will be replaced with "if the person refuses to comply". Under the "Misuse of Staff Time" section, "if the patron demands that a staff member perform functions that are inappropriate" will be changed to "if the patron demands that a staff member perform functions that are outside the scope of regular library duties". The dates the policy was approved and amended should be removed from the middle of the policy and placed at the end of the policy. The "Procedures for Dealing with Problems Regarding Children" will be changed to "Procedures for Dealing with Children" throughout the policy. The asterisks for the guide should be put in one location within the policy. Under the "Vulnerable or Unattended Children" section, the language that reads "walk around the Children's area with the child" should be changed to "walk around the immediate area with the child". The (2) next to "Vulnerable child" on the last page should be removed. Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.

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Other

No other topics were discussed

Date of Next Meeting

The next trustees' meeting will be held on December 13, 2011 at 7:15 pm.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. Meeting was adjourned at 9:20 pm.

Documents provided:

- November 8 Meeting Agenda
- Minutes from the October 11, 2011 Meeting of the Robbins Library Board of Trustees
- Director's Report for October 2011
- Proposed Outline for the Annual Report
- Holiday Closings
- Potential Additions to FY 2013 Budget
- Examples of Inappropriate Use of the Library
- Distribution for Free Literature and Soliciting policy
- Use of Staff Equipment and Supplies by the Public policy
- Volunteers policy
- Problem Patrons policy
- Problem Patron Procedures policy

Meeting of the Board of the Library Trustees
Tuesday, October 11, 2011

Call to order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:22 pm. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Approval of Minutes

There were multiple minutes to be reviewed and approved. The trustees first reviewed the minutes from the August 16, 2011 meeting. Ms. Muldoon requested that these minutes be amended by removing the word 'between' in the last sentence of the director's report and have it read "sessions would run from October to November". Ms. Fennelly made a motion to accept the minutes as amended. Mr. Murphy seconded the motion and it passed unanimously.

The trustees reviewed the minutes from the September 14, 2011 meeting. The trustees asked that these minutes be amended by correcting the misspelling instances of "town counsel" that appeared in the minutes. Ms. Fennelly made a motion to accept the minutes as amended. Ms. Radochia seconded the motion and it passed unanimously.

Fundraising

The trustees discussed the foundation that will be forming and the materials appeal letter. When Ms. Gandek-Tighe submits her resignation from the board on November 1, she will focus on getting the foundation up and running. Ms. Gandek-Tighe discussed how she felt it was important to get a board of trustees for the foundation in place before the foundation could do anything. Ms. Kennedy-Pfister asked how long it might take to put together the board of trustees for the foundation. Ms. Gandek-Tighe indicated it could take anywhere from three weeks to three months. The trustees discussed the importance of having a treasurer in place, preferably someone with investment experience and ties to the community. The board discussed the feasibility of sending the materials appeal letter out solely from the friends since the library trustees, as a municipal board, are prohibited by state ethics law from co-sponsoring this

appeal. Ms. Gandek-Tighe will have a discussion with John Gearin, President of the Friends, before the letter is sent. The trustees thanked Ms. Gandek-Tighe for her service to the board.

Communications

Ms. Loud received a request from an author who has scheduled the meeting room for an author presentation. The author writes about jewelry and she would like to bring with her a jewelry instructor, who also owns a jewelry business, to demonstrate simple jewelry techniques. Ms. Loud was concerned that the jewelry instructor would attempt to sell her jewelry during this author's presentation at the library. The trustees agreed that Ms. Loud should be very explicit with informing the author on the library's policy that items cannot be sold.

Ms. Loud informed the board that on Saturday, November 5, the Massachusetts Friends of Libraries and the Massachusetts Library Trustees Association (MFOL/MLTA) will be sponsoring a conference for friends groups and library trustees that will have sessions on selling books online, marketing, fundraising, ebooks, and legal issues for non-profits. Mr. Murphy indicated that he has gone in the past and that it is a good conference. Mr. Murphy is going again this year. Ms. Kennedy-Pfister asked that Ms. Loud send out the information regarding this conference to all of the trustees.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed and briefly discussed the September director's report.

Policies

The trustees reviewed and discussed a number of policies.

- Distribution of Free Literature and Soliciting Policy will be revised by Ms. Loud and voted a future meeting.
- Photography Policy as distributed at the meeting was unanimously adopted.
- The trustees amended the Public Relations Policy. In paragraph 3, where the policy discusses how "Personal and informational group contacts shall be maintained," both the library friends' group and the library foundation were added among the groups already listed. In paragraph 4, the change was made from "or the assistant director" to "assistant director or

designee" if the director is not available. Ms. Kennedy-Pfister made a motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.

- Use of Equipment and Supplies Policy was discussed. The trustees suggested including language that defined what was public equipment versus library staff equipment. The board also discussed references to obsolete equipment such as typewriters in the policy and a designation for contemporary office equipment that will allow the language of this policy to stay relevant in the future. The trustees discussed the possibility of consolidating the Fax Machine Policy into this policy. The consensus was that this policy needed to be redone, as did the Fax Machine – Use Of Policy. Ms. Loud will revise both policies for vote at a future meeting.

- Distribution of Free Literature and Soliciting Policy was discussed. Ms. Loud noted that in paragraph 7, "The library keeps a file of tutors and music/dance instructors near the bulletin board in the Reference Room" is what we do currently, but new to the policy. Ms. Kennedy-Pfister asked that "the sale of any items in the library is subject to the approval of the board of trustees" be added to the policy. Ms. Loud will look at the meeting room sales language and add that. The revised policy will be voted at a future meeting.

- Ms. Fennelly will draft a new policy based on the Gifts Policy and Donations, Bequests and Gifts Policy for review at a future meeting.

- Both the Problem Patrons Policy and Problem Patron Procedures were discussed. The trustees discussed the need to add a third paragraph to the Problem Patrons Policy addressing how to handle rowdy or disruptive children when incidents occur, possibly adding, "From time to time, library staff will need to deal with children who are disruptive, unattended, vulnerable, or abused, missing, or lost." In regards to the Problem Patron Procedures, Ms. Kennedy-Pfister thought under "Consequences of Misconduct" that the language of "may receive" should be changed to "will receive". Ms. Calvin suggested that perhaps it should be changed from "a period of one week to one year" to "any period up to and including permanent", or "any period from one week to indefinite". Under the "Procedures Dealing with Children" section of the Problem Patron Procedures, Ms. Calvin discussed some potential changes. They included that children not be taken around the library with a staff member if a child is left unattended and that if a child's parent needed to be paged in the event of an unattended child, the adult's name should be paged only and the name of the child should not be given. The trustees discussed how the staff should proceed with reuniting a child and parent and discussed how to determine whether or not staff should ask a parent for identification. Ms. Kennedy-Pfister inquired whether or not the library is a "mandated designee" if the director is not available. Ms. Kennedy-Pfister made a motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.

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- Volunteer Policy. Ms. Loud will consult with the Town Counsel on the wording for CORI checks for volunteers and revise for a future vote.

The trustees agreed that only two or three policies at a time should be reviewed at future meetings.

Friends Appreciation

The Friends of Robbins and Fox Appreciation event is scheduled for 6:30 pm on Wednesday, October 19 at the Fox Library. Ms. Loud told the trustees that she would speak and asked if any of the trustees wanted to speak as well. Ms. Radochia volunteered. Ms. Loud reported that the Friends of the Fox are delighted about the event and Ms. Fennelly indicated that there is some positive feedback on the Arlington List regarding the event as well. Flora Restaurant will supply food for the event and match the trustee contribution. The trustees thanked Laura Lintz for organizing the event.

Summer hours

As a follow-up to the request of the trustees to explore Saturday hours in the summer, Ms. Loud talked to the personnel director and had a conference call with the town's labor relations consultant to discuss the collective bargaining implications of Saturday summer hours. Ms. Loud reported that we have right to schedule these hours subject to collective bargaining. Ms. Kennedy Pfister indicated that she was very interested in pursuing this with the town manager, what it would cost, and how it would relate to fundraising. Ms. Fennelly made a motion to direct Ms. Loud to discuss with the town manager the costs and collective bargaining impact of Saturday summer hours. Ms. Calvin seconded the motion and it was voted unanimously.

November- Amnesty Fine Month

Ms. Loud discussed the idea of making November an amnesty month from fines. The library has done this in the past and gotten back a lot of materials. The trustees believed this was a good idea and Ms. Fennelly moved that November become an amnesty month for fines. Ms. Calvin seconded the motion and it passed unanimously.

Community Read

Ms. Loud reported on the upcoming schedule of events for the Community Read. The big event will be "Taste of New Orleans" on Sunday, November 13 at 2:30 pm. We will ask people to "stuff the canoe" and donate non-perishable and canned goods at the event, in addition to collecting such donations at both the Robbins Library main entrance and the Fox Branch Library. Ms. Loud is still trying to finalize the details on an Islam program. The documentary Katrina film *Trouble the Water* will take the place of the independent film series for November and be shown on Wednesday, November 16 at 7:00 pm. Ms. Fennelly will lead the book discussions. Banners will be put up on Mass Ave. to promote the Community Read. Ms. Loud reported that a disaster preparedness program had already been done recently so we will not be doing a program like this for the Community Read.

Friends Update

No friends update was given due to the length of the agenda.

Other

Ms. Gandek-Tighe reported that the documentary scheduled to be shown on Wednesday, October 12, *PUSH: Madison vs. Madison* will not be shown because the filmmakers of that film just sold the rights to a studio. However, the filmmaker hosts of the independent movie series have agreed to show their film, *On Broadway*, instead.

Ms. Loud received a memo on October 7 to submit next year's budget based on level service. The expense portion of the budget is due October 28 and the salary portion is due November 11. All of the narrative material is due on November 25. Mr. Murphy discussed the need to put together a budget addressing what we need as opposed to what we have with a level-funded budget. Ms. Kennedy-Pfister requested that Ms. Loud do an analysis of library's budget needs for the November 8 meeting. This analysis would include looking at the number of hours we don't serve the community and what is needed to get back to this level of service, in addition to including what is necessary to meet the state's municipal appropriation requirement for certification.

Ms. Loud reported that the mini-golf fundraiser will not take place. The town counsel did not approve the contract due to concerns with liability. The town counsel suggested that the fundraising company add the town on its insurance policy or make the changes in the revised agreement draft she sent back to them. The town counsel is concerned that this fundraising company does not have liability insurance. The fundraising company indicated to Ms. Loud that it is

doubtful its lawyers would approve any of the suggestions made by town counsel.

Ms. Loud reported that an anonymous donor has pledged to match every dollar up to $2000 that is donated this Fall to support children's programming. A campaign will be promoted within the library and via social media to raise the matching funds.

Ms. Loud announced that the library has launched a Twitter account and Mr. Livergood briefly discussed the reasons for doing so. Twitter is a fast and free way to further promote library events and provides our patrons with another way in which they can engage the library.

The trustees were very saddened to hear about the tragic passing of Liza Halley's mother. A card offering the trustees' condolences will be sent.

Date of Next Meeting

The next trustees' meeting will be held on November 8, 2011 at 7:15 p.m.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. Meeting was adjourned at 9:43 pm.

Documents provided:

- October 11 Meeting Agenda
- Minutes from the September 14, 2011 Meeting of the Robbins Library Board of Trustees
- Amended minutes from the August 16, 2011 Meeting of the Robbins Library Board of Trustees
- Director's Report for September 2011
- Distribution of Free Literature and Soliciting Policy
- Photography Policy
- Public Relations Policy
- Use of Equipment and Supplies Policy
- Gifts Policy
- Donations, Bequests and Gifts Policy
- Problem Patrons Policy
- Problem Patron Procedures
- Fax Machine – Use Of Policy
- Volunteers Policy

Meeting of the Board of Library Trustees
Wednesday, September 14, 2011

Call to order

The meeting was called to order at 7:15 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Introduction of Ryan Livergood, Assistant Director / Head of Adult Services

New assistant director Ryan Livergood was welcomed. Ms. Loud provided some of Mr. Livergood's background and qualifications.

Approval of minutes

The minutes from the August 16, 2011 meeting were read. Ms. Muldoon expressed concern that the minutes were not clear regarding both the Russell Fund expenditures and allocations and the other trust funds expenditures and allocations. The trustees agreed that the minutes were not clear and specific enough and discussed how the minutes should be modified to reflect in clear and specific detail what expenditures and allocations for both the Russell Fund and other trust funds were approved by the trustees. The trustees asked Ms. Loud to take their suggestions and implement them in the revision of the August 16, 2011 meeting minutes. Ms. Kennedy-Pfister made the motion not to adopt last month's meeting minutes and table their approval until the October meeting. Mr. Murphy seconded the motion and it passed unanimously.

Communications

1) A letter was received by town treasurer Mr. Gilligan regarding the Elbridge Farmer Trust Fund. In FY 2011 between 7/1/2010 and 6/30/2011, a total of $1055.25 was earned and a check of $1045.25 was enclosed which is the disbursement amount from the Farmer Fund for FY 2011.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the written report.

Discussion occurred regarding the theft of DVDs. Ms. Loud indicated that there are some options the library would investigate to solve this problem, such as a Redbox like vending machine product offered by some library vendors.

Mr. Murphy asked what is our current personnel funding level relative to optimal personnel funding. Ms. Loud responded that this depends on a number of factors, including if you are looking at the lost staff when the library was no longer open on Thursday mornings or the funding for the hours we are open now. Additional factors include the position of assistant director / head of adult services that was formerly two positions. Mr. Murphy indicated that we should consider submitting a budget beyond not just what the town budget allows, but a budget that reflects what the trustees feel meet the requirements and needs of what we think we should have. Ms. Kennedy-Pfister indicated that this should be a topic for future discussion when we have more information to justify what the trustees feel we need to achieve an optimal staffing level.

Preliminary Discussion of FY 13 Budget

Ms. Loud indicated that as opposed to the multiple budgets that needed to be submitted last year, it was expected that only one would need to be submitted this year. The library should be level funded or see a minimal increase based on the override. The trustees asked if the town's change to GIC would result in any more money for the library or a reinstitution of any lost services. Ms. Loud indicated that it would not and any reinstitution of lost services could only be done through private funding. Ms. Loud also indicated that the capital budget had been submitted.

Fundraising/Foundation

Ms. Gandek-Tighe indicated that the Foundation was very close to officially being launched.

Mini-golf fundraiser

Ms. Loud informed the trustees that the Town Counsel is reviewing the contract documentation and trying to determine whether the town needs extra liability insurance for the mini-golf fundraiser to take place. If the trustees felt this event should go forward, Ms. Loud said she would try to recruit friends to be volunteers at the event. Martin Luther King, Jr. weekend is the potential date for this event. In terms of fundraising, the first year would be a two-thirds to one-third split. The foundation would keep two-thirds of the proceeds and the event company would keep one-third. The trustees approved the use of the library for this event pending the approval of the Town Counsel and endorsed the idea of using this event as a fundraiser.

Fox Branch Library Hours

Ms. Loud informed the trustees that after many long discussions with branch library staff, the head of children's services, the town manager, and the personnel director, it has been determined that the Fox branch will be open on Fridays starting on Friday, October 7 with funding from the Friends of Fox. In addition, the Fox branch will be open four Saturdays during the year for special events. This is a one- year experiment, and

after examining scheduling considerations and collective bargaining issues, this was the best solution. The issue of staffing the Fox has been sorted out and there will not be a drain on the Robbins Library to cover Fridays at the Fox. Funds from the Friends of Fox have been set aside for moonlighters and they will be trained how to work at the Fox whenever the branch is understaffed on Fridays due to illness or vacations.

Timeline: Trustee Objectives

The trustees reviewed the Goals and Objectives for FY 2012 and discussed specific objectives to target now. Ms. Loud identified Objective 2A (Support staff development; recognize work and dedication of staff) as an objective to be addressed. Ms. Fennelly identified Objective 1C, (Establish new and review existing policies to serve community needs for excellent library service) as an objective to be addressed. The trustees agreed and would like to discuss in January or February both funding for Sundays and staying open on Saturdays in the summer. Ms. Loud indicated that before this discussion takes place, she would need to talk to the personnel director about collective bargaining implications. Ms. Fennelly inquired about when Objective 3A (Re-evaluate the current facility space needs and potential modifications in light of community needs) might be addressed. Ms. Loud indicated that this probably couldn't happen until next year. Ms. Radochia asked about Objective 3C (Support administration efforts to enhance the safety of the library environs for patrons). The issue of pedestrian safety for patrons using the crosswalk on Massachusetts Avenue outside of the library was discussed. Ms. Loud indicated that about 80% of the problem is due to drivers taking the illegal left turn off Water Street onto Mass Ave. Ms. Kennedy-Pfister, revisiting Objective 1C, asked how often the trustees review policies. Ms. Loud indicated every two years. Ms. Kennedy-Pfister asked regarding Objective 3B (Monitor the storage of the Robbins Library Print Collection and rotate selections in a timely fashion) exactly how often exhibits are rotated. Ms. Loud indicated that they are rotated on a quarterly basis. Ms. Kennedy-Pfister motioned to amend Objective 3B to read as the following: "Monitor the storage of the Robbins Library Print Collection and rotate exhibits on a quarterly basis." Ms. Muldoon seconded and the motion passed unanimously.

Holiday Schedule

The proposed holiday schedule for calendar year 2012 was discussed. Ms. Loud explained that items indicated with a U (Union Contract/Town Bylaws) were days that the whole town receives as holidays. Ms. Kennedy-Pfister inquired why the library was closed on Town Day, and Ms. Loud explained that when the library was open on Town Day in the past, the restrooms got completely trashed. The trustees had a lengthy discussion about the proposed holiday schedule. Ms. Calvin questioned whether it was premature to vote on this schedule since it included Saturday Summer closings and the trustees want to examine the possibility of staying open on Saturdays during the January or February trustee meetings. The trustees discussed whether or not the library should be open on Sunday, November 11 for Veteran's Day as Veteran's Day was being legally observed as a holiday on Monday, November 12. Some trustees felt that

the library should be closed on Sunday, November 11 even though it wasn't the legally recognized day of Veteran's Day, since the holiday has historically been on November 11 despite the day of the week and there was definitive meaning to observing Veteran's Day on November 11 specifically. On the other hand, other trustees recognized that it would be difficult for students in the middle of the school year to not have library access for two consecutive days. Due to the lengthy discussion taking place, the trustees inquired if this topic could be tabled. Ms. Loud indicated that they could but typically the holiday schedule is voted on during the September meeting well in advance of the beginning of the new year. Ms. Fennelly suggested the trustees vote tonight on the holiday schedule and the trustees all agreed. Ms. Muldoon suggested that the trustees discuss all of the specific holidays that the trustees vote on and the trustees all agreed. After going down the list and discussing the proposed dates one by one, Mr. Murphy suggested that, for clarity sake, the section on the list that read, "U Veterans Day is Sunday 11/11/12 – Closed Monday 11/12/12" be rewritten to read, "U Veterans Day – Monday 11/12/12". Ms. Fennelly made the motion to approve the calendar as submitted with Mr. Murphy's suggested change, and Ms. Gandek-Tighe seconded. The motion passed unanimously.

Policy Update

The library policies slated for discussion, the Author Programs policy and the Donations/Donor Recognition policy were discussed. For the Author Program policy, the consensus was to include an author of national reputation once a year and either a local author or local authors panel once a year, instead of an author of national reputation once a year and just the option for a local author once a year. During the discussion of the Donations/Donor Recognition policy, Ms. Gandek-Tighe stated her belief that the policy completely needed to be re-written because it was not an effective policy for providing donors incentive to give higher amounts. It should be a recruitment tool but it doesn't accomplish this goal at all. The other trustees agreed that the Donations/Donor Recognition policy should be sent out for review. Ms. Fennelly will send out the old policy to everyone. The trustees discussed that while some parts of the old policy might be useful, there are many pieces that are not. Ms. Kennedy-Pfister shared her opinion that this policy should be revised sooner rather than later.

Community Read

Ms. Loud informed the board that there would be a "Taste of New Orleans" program with a jazz band, food, and crafts, in addition to the screening of a film related to Hurricane Katrina. Ms. Loud asked the trustees if they had any other suggestions for Community Read programs. The trustees discussed possible ideas including doing a program that related to Islam, an emergency preparedness program as suggested by the Friends of Robbins, and getting a canoe to put in the library and asking the community to fill it by donating either books or food that could then go to a charity.

Town Day

The schedule for Town Day was discussed. Ms. Kennedy-Pfister is signed up for the trustees' table from 9-11, and Ms. Radochia is signed up from 11-1, but we still need someone to sign up from 1-3.

Other

Ms. Gandek-Tighe announced her resignation from the Library Board of Trustees effective November 1st, 2011. After resignation, her goal is to get the library foundation up and running. The trustees discussed the qualifications they are looking for in a new member. The consensus reached was that the ideal candidate would be someone who is active in the community, someone with preschoolers and/or young children who uses children services, and someone with public relations and marketing skills.

Ms. Gandek-Tighe, Ms. Fennelly, and Ms. Calvin will make sure a letter exists for the holiday appeal. Ms. Kennedy-Pfister indicated that all of the funds received should go to the foundation. The foundation should ask the friends and the trustees for their mailing lists.

Laura Lintz, the new branch librarian at the Fox, came up with the idea to recognize both Friends groups on the second week of October during the Friends of the Library appreciation week. A display will be made to show the community what the Friends of Fox and the Friends of Robbins have done to supports the libraries in the past, and Laura will get the kids to write thank you notes. The trustees discussed holding a joint party for both Friends groups at the Fox Library. Ms. Gandek-Tighe made a motion for a gathering to appreciate the Friends of Robbins and the Friends of Fox at the Fox Library for a celebration not exceeding $200. Ms. Fennelly seconded the motion and it passed unanimously.

Ms. Loud announced that the Friends of Robbins had approved giving $68,000 in staff requests. The Friends were also receptive to sharing with the Friends of Fox the costs of funding a new circulation desk at the Fox. A formal proposal will be submitted once costs are determined. Other prospective projects for friends funding are the first floor space planning at Robbins, and marketing. The trustees were very happy and thankful to the Friends for the $68,000 amount.

Ms. Fennelly will remind the friends in December this year to send out the Sunday renewal letter in February.

Ms. Loud reported the grant for the over 50 active adults program is ending this month. Michèle Meagher put in hard work and many hours, went above and beyond the call of duty and volunteered her time in September. She did a wonderful job. Ms. Loud and Ms. Meagher will approach Cambridge Savings Bank to see if they might be willing to provide funding for the over 50 active adults program with a commitment somewhere in the $7000 to $9000 neighborhood. In return, this partnership with the Cambridge

Savings Bank would provide the bank with a great opportunity to market themselves to library users.

Date of Next Meeting

The next trustees' meeting will be held on October 11, 2011 at 7:15 p.m.

Adjournment

Meeting was adjourned at 9:36 p.m.

Documents provided:

- September 14 Meeting Agenda
- Minutes from the August 16, 2011 Meeting of the Robbins Library Board of Trustees
- 2012 Proposed Holidays
- Robbins Library Board of Trustees Goals and Objectives FY 2012
- Director's Report for August 2011
- Status of Library Policies

Meeting of the Robbins Library Board of Trustees
August 16, 2011
Minutes

Call to Order

The meeting was called to order at 7:15 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent was Kathryn Gandek-Tighe. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the June 22 meeting were read and approved as amended.

Communications

None.

Community Time

No unscheduled member of the community was in attendance.

Director's Report

Trustees read and discussed highlights of the June and July Director's Report. Trustees unanimously adopted a policy that library patrons wear proper attire, including shoes and shirts unanimously. Also trustees agreed to sponsor with Miriam Levine a poetry workshop. The sessions would run from October to November.

There was a discussion of an additional day at Fox Branch to be funded by Friends of Fox. This would have implications of staffing schedules for both the Fox Branch and Robbins. The Director was tasked with looking at scenarios including Friday or Saturday, 3 Fridays and one Saturday, or Saturdays in the summer/Fridays for the balance of the fiscal year.

Town Day Booth

Trustees signed up for manning the booth on Saturday, September 24, 2011

Approval of FY 2012 Trustee Goals

The board unanimously approved the Goals and Objectives FY 2012 including eliminating D and E under Financial and substituting new wording.

Report of FY 2011 Russell Fund Expenditures and Approval of FY 2012 Russell Fund Allocations

The Board reviewed the report of the FY 2011 Russell Fund expenditures.

Ms Muldoon proposed that we accept 3.5% of the market value as of June 30th of the past fiscal year as the basis for all trust fund allocations in FY 2012 (Muldoon, Fennelly); this was voted unanimously. The treasurer recommended 4% and if the stock market continues to do well, the Trustees will consider using the additional funds for materials, since this is an area that has been underfunded for years.

Ms Gandek-Tighe and Ms. Loud have spoken to a potential donor who may be interested in developing a matching fund from the community for children's programs.

It was moved (Murphy, Fennelly) to allocate $35,000 for FY 2012 for the Russell Fund budget; this was voted unanimously.

Review of Potential Funding Requirements/Strategic Plan

Areas that are being considered: Marketing, Digitalization, Programs, Upholstery, Lighting, and the Layout of the 1st Floor including a smaller reference desk. Sources for funding are: unspent Fundraising, $10,000 in unrestricted funds and several other funds.

Report of FY 2011 Trust Fund Expenditures and Approval of FY 2012 Allocations

Ms. Muldoon distributed a report of the FY 2011 expenditures from trust funds by category.

Ms Muldoon again proposed that we accept 3.5% of the market value as of June 30th of the past fiscal year as the basis for all trust fund allocations in FY2012 (Muldoon, Fennelly); this was voted unanimously. The treasurer recommended 4%. As with the Russell fund, if the stock market continues to do well, the Trustees will consider using the additional funds for materials, since this is an area that has been underfunded for years.

Ms. Muldoon distributed a spreadsheet of staff requests for funding for FY 2012. A motion was made (Fennelly, Radochia) and voted unanimously to approve FY 2012 Trust Fund allocations in the amount of $49,763 including $3,000 for teen videos games and $340 for biographies at Fox.

Fundraising/Foundation

Ms Fennelly and Ms Muldoon are in the final stages of approving the Foundation bylaws and will be ready to turn the organization over to Ms Gandek-Tighe by mid autumn.

Fundraising Request

After a brief discussion the board rejected a request from FDI Rx discount card.

Schedule of Sunday Openings

Sunday openings will start September 18th.

FY 2011 Russell Fund Report

The board was enthusiastic about the report. Many compliments and thanks to Liza Halley.

Community Read Status Report

The Community Read book, Zeitoun by Dave Eggers is available on a display table in the library. It is circulating briskly. Programing for the book will take place in November.

Other

Dennis Lehane will be at Town Hall on Tuesday, October 4th.

Date of Next Meeting

The next meeting will be on Wednesday, September 14th.

Adjournment

The meeting adjourned at 9:35.

Respectfully submitted,

Katharine Fennelly

Documents reviewed:
Minutes of the June meeting
Director's Report/June and July
Email from vendor regarding a pharmacy discount card for fundraising
Goals and Objectives FY 2011
Memo from Treasurer
Draft Russell Fund Report
Russell Fund Expenditures
Russell Fund Proposal
Trust Fund Requests from Staff
Trust Fund Expenditures FY 2011
Trust Fund Budget FY 2012

Meeting of the Robbins Library Board of Trustees
June 22, 2011
Minutes

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:15. Also attending were trustees Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending was the library director, Maryellen Loud.

Approval of Minutes

Ms. Fennelly moved approval of the minutes of the May 10 meeting; Ms. Radochia seconded the motion, and the board approved the minutes as read.

Communications

The board received a thank-you letter from Jennifer DeRemer for the trustees' acknowledgement of her retirement.

Community Time

No unscheduled members of the community were present.

Fundraising/Potential Fundraiser

The board agreed to take this agenda item out of order. Ms. Loud described a mini-golf fundraiser in which the organization sets up a mini golf course in the library, and charges participants a fee to play. The library may agree to a 2/3:1/3 split with the organization or choose to pay $3,000 up front and keep the rest of the proceeds. After discussing the pros and cons of holding this event in November or January the trustees agreed that Ms. Loud should pursue this potential fundraising event.

Considering the amount of donations received at this point, the Sunday hours fundraiser will likely exceed its goal of providing funds for Sunday afternoon openings from October through May. Opening some Sundays in September may be a possibility.

Since the override passed, the Friends of Fox Library would be committed only to providing the funds for personnel for a portion of one day, per their agreement with the town manager. Ms. Loud and Mr. Sullivan, the town manager, will discuss all options regarding Fox Library.

Election of Officers

Ms. Fennelly and Ms. Radochia served as the nominating committee for the FY2012 officers. Ms. Fennelly presented the slate to the board: Brigid Kennedy-Pfister, Chairman; Joyce Radochia, Vice Chairman; Barbara Muldoon,

Trust Fund Liaison. The board unanimously approved the slate. At this point Ms. Kennedy-Pfister assumed chairmanship of the rest of the meeting, to allow Ms. Gandek-Tighe to attend another meeting.

Director's Report

The trustees reviewed the May Director's Report. Programs for the 50+ "active adult" population, funded by a one-time grant, have been very well attended.

Mr. Murphy and Ms. Loud met with Sally Rogers, who represents the Pleasant Street Congregational Church as a member of the church council until the church is sold, in order to look at the portrait of Rev. Samuel C. Bushnell. The church offered the portrait to Robbins Library as Rev. Bushnell, in addition to being the pastor from 1889-1920, was a Robbins Library trustee from 1894 – 1921. Ms. Fennelly moved that the library accept the painting; Mr. Murphy seconded the motion. The board approved the motion.

The Community Read committee selected *Zeitoun*, by Dave Eggers non-fiction account of events during the Hurricane Katrina catastrophe in Louisiana, as this year's community read.

Ms. Loud announced the hiring of three new staff members: an 18-hour Children's Librarian, the Branch Librarian (3 days Fox/2 days Robbins), and an Adult Services Librarian. Currently, there is a posting for the Head of Adult Services/Assistant Director position. Also needed are two library assistant positions.

Budget Update

Town Meeting voted the override budget.

Preliminary Discussion of FY 2012 Administrative and Trustee Objectives

Ms. Loud reviewed the goals and objectives of the Long Range Plan/Fiscal 2012 Action Plan with the board.

The trustees reviewed the goals and objectives for FY 2011. A need to revise two financial objectives with respect to the trustees' partnership with non-profit partners (the library foundation) was noted. Ms. Kennedy-Pfister will present her recommendations for revision at a future board meeting.

Russell Fund Summer Programming Request

Ms. Fennelly moved that Russell Fund summer programming be level funded at $6,800. Mr. Murphy seconded the motion; the board approved.

Trust Fund Liaison. The board unanimously approved the slate. At this point Ms. Kennedy-Fisher assumed chairmanship to the end of the meeting, to allow Ms. Gorczyk-Torre to attend another meeting.

Director's Report

The trustees reviewed the May Director's Report. Programs for the nine week adult education, funded by a one-time grant, have been very well received.

Mr. Murphy and Ms. Lord met with Sally Rogers, who represents the Pleasant Street Congregational Church as a member of the church council until the church is sold, in order to look at the portrait of Rev. Samuel C. Bushnell. The church offered the portrait to Robbins Library as Rev. Bushnell, in addition to being the pastor from 1859-1890, was a Robbins Library trustee from 1886 – 1901. Ms. Fennelly moved that the library accept the painting. Mr. Murphy seconded the motion. The board approved the motion.

The Community Read committee selected Zeitoun, by Dave Eggers non-fiction account of events during the Hurricane Katrina catastrophe in Louisiana, as this year's community read.

Ms. Lord announced the hiring of three new staff members: an 18-hour Children's Librarian, the Branch Librarian (3 days Fox/2 days Robbins), and an Adult Services Librarian. Currently, there is a posting for the Head of Adult Services/Assistant Director position. Also needed are five library assistant positions.

Budget Update

Town Meeting voted the override budget.

Preliminary Discussion of FY 2012 Achievements and Trustee Objectives

Ms. Lord reviewed the goals and objectives of the Long Range Plan's fiscal 2012 Action Plan with the board.

The trustees reviewed the goals and objectives for FY 2011. A need to revise two financial objectives with respect to the trustees' partnership with non-profit partners (the library foundation) was noted. Ms. Kennedy-Fisher will present her recommendations for revision at a future board meeting.

Russell Fund Summer Programming Request

Ms. Fennelly moved that Russell Fund summer programming be level funded at $6,000. Mr. Murphy seconded the motion. The board approved.

Active Adult Program Planning

Since funding for the popular adult programs ends in September, we need to look at possible sponsors if we wish the programming to continue. The target amount is $10,000. Michelle Meagher, Ms. Gandek-Tighe, and Ms. Loud will put together a budget for the programs, and the Cambridge Savings Bank will be approached as a potential sponsor.

Local Author Panel

The local author panel is scheduled for June 28, and the adult program, "Plug in to Your Creativity" is scheduled for June 29.

Other

Salary Adjustment: Per collective bargaining and vote of town meeting, the professional librarians and non-union personnel will receive a 2% COLA for FY2012.

Date of Next Meeting

The next meeting will be August 9, 2011. (Later changed to August 16)

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Joyce H. Radochia

Documents Provided:
- Agenda
- Minutes of the meeting of May 10, 2011
- Letter from Jennifer DeRemer
- Mini-Golf print-out
- May Director's Report
- Long Range Plan/Fiscal 2012 Action Plan
- Robbins Library Board of Trustees Goals and Objectives FY 2011

Robbins Board of Trustees
Meeting May 10, 2011

Call to Order

Kathryn Gandek-Tighe called the meeting to order at 7:20 pm. The following Trustees were present: Katharine Fennelly, Brigid Kennedy-Pfister, Joyce Radochia, Barbara Muldoon, Heather Calvin and Frank Murphy. The Library Director, Maryellen Loud, also attended.

Approval of Minutes

The Trustees approved the minutes of April 12, 2011 with amendments. Ms. Fennelly moved to accept the minutes as amended, seconded by Mr. Murphy, the minutes were approved.

Communications

Nancy Gentile sent a thank you note to the Trustees for her parting gift as she moved on to a new position.

Community Time

No community members were present at the meeting.

Director's Report

The Trustees reviewed the Directors report. The film series has continued to be well received. The Older Active Adult series has also been well received.

Budget Update

The budget situation remains the same. The future of potential cuts in hours etc. depends on the success of the override which will be held June 7, 2011.

Meeting Room Policy

Meeting rooms are available to groups, business, and individual authors. Ms. Loud suggested that the Trustees consider including individuals generally in the policy. Ms. Fennelly moved to amend the meeting room policy to read, in paragraph (1) "…..local governmental and non-profit groups, and Arlington residents……" Ms. Radochia seconded the motion, which was unanimously approved.

Annual Report Flyer

The Trustees reviewed the annual report flyer that will be distributed in the library and to town meeting. Trustees made suggestions that Ms. Loud will incorporate.

Donation from Pleasant Street Congregational Church

The Trustees discussed the possibility of accepting an offered portrait of Rev. Samuel C. Bushnell who served as pastor of the Pleasant Street Congregational Church and as a Trustee of the Robbins Library (and as chair of the Board for a significant period). The church has closed as a worshipping community and this portrait is among their archived materials. Mr. Murphy agreed to set up an appointment to view the portrait and report to the Board on his conversation

and opinion of the portrait. He will let the Trustees know when it is scheduled in case any other Trustee wants to attend.

Fundraising/ Foundation

Ms. Fennelly has written a letter to send for the Sunday donations. A date was suggested for envelope stuffing for the mailing. Ms. Kennedy-Pfister will review the foundation bylaws.

Nominating Committee

Ms. Fennelly and Ms. Radochia will form the nominating committee for the positions of Chair and Vice-Chair. The vote for these positions will be held at the June 2011 meeting.

Next meeting is June 22nd

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Documents Provided

- Agenda Meeting of the Board of Trustees Tuesday May 10, 2011
- Draft Minutes of the Meeting of the Board of Trustees April 12, 2011
- Letter from Sally Rogers Historian of the Pleasant Street Congregational Church
- Director's Report April 2011
- Draft of Annual Report flyer
- Meeting Room Policy

Meeting of the Robbins Library Board of Trustees
April 12, 2011
Minutes

Call to Order

The meeting was called to order at 7:20 p.m. Attending were trustees Katherine Fennelly, Kathryn Gandek-Tighe, Bridgid Kennedy-Pfister, Frank Murphy, and Joyce Radochia. Absent were Heather Calvin and Barbara Muldoon. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the March 8 meeting were read and approved as read.

Communications

The chairman of the board of trustees received an invitation to the Boys and Girls Club annual meeting, dinner and auction. The library director, Ms. Loud will attend as she is becoming a corporator of the club.

Community Time

No unscheduled member of the community was in attendance.

Staffing Update/FY 2011 Budget Update

Ms. Loud reviewed with the board the budget and personnel implications of the immediate and future loss of several staff members, due to retirement, job change, maternity leave, etc. Due to sick-leave buyback these positions cannot be filled permanently until July. Meanwhile, Ms. Loud will attempt to fill in some of the largest gaps with moonlighters.

Director's Report

Trustees read and discussed highlights of the March Director's Report. In response to the increasing frequency and severity of some patrons' disrespect and/or abuse of staff, Ms. Loud presented a Staff Protection Policy outlining procedures for staff to follow when dealing with difficult patrons. Ms. Fennelly moved to approve the policy; Ms. Gandek-Tighe seconded the motion; the board approved unanimously.

FY 2012 Budget/Hours Reduction

If the override does not pass the Robbins Library will need to close an additional night due to reductions in staffing and utilities. Trustees discussed the pros and cons of the nights under consideration. The Friends of Fox would also need to fund the equivalent of two days of personnel costs to maintain the existing schedule of three days at Fox.

If the override passes, the town would assume the cost of maintaining three days at Fox, with the addition of a pledge of $10,600 from the Friends of Fox, through the proceeds of their shop, The Little Fox.

Other budget reductions include an 18% reduction in the page hours, 18% reduction in library materials and the potential loss of the Assistant Director position.

Trust Fund Expenditure Report

Ms. Muldoon and Mr. Murphy attended the Arlington Trust Fund meeting with Stephen Gilligan, the Town Treasurer. They learned at the November review meeting with Boston Advisors that BA recommended investing 20% of town trust funds in a special account. Mr. Gilligan will be conducting follow-up meetings to discuss those recommendations, including suggested changes to trust fund policy. At the end of calendar year 2010, town funds yielded a 13% total return.

Also, Mr. Murphy was pleased to report that the Russell Fund is now back to $1 million.

Russell Fund Expenditure Report and FY 2012 Funding

Although the income stream from the Russell Fund was not particularly good, Mr. Murphy believes that the library can plan on having $35,000 available for Russell Fund programs.

Ms. Loud reported that approximately two thirds of the FY 2011 Russell Fund budget has been spent.

Fundraising/Foundation

The trustees should be sending out the letter requesting donations for Sunday openings soon. Ms. Fennelly will write the letter and give to Ms. Loud for additions/corrections.

Ms. Gandek-Tighe expects to assume foundation responsibilities in June after resigning from the library board. Upon the advice of the State Ethics Commission trustees have concluded that a trustee could not be both a Robbins Library trustee and an effective foundation member.

Annual Report Flyer for the Public

Trustees discussed with Ms. Loud the annual report flyer which is distributed to the public. Seven major accomplishments were selected for highlighting along with the challenges facing the library that needed to be emphasized.

Friends Update

At its annual meeting on April 13 the Friends of the Library chose its new board, which included John Gearin, who will continue as chairman, and Andrew Fischer, who will assume the role of vice chairman.

Request from Filmmaker regarding Monetary Donations

A filmmaker who received sponsorship from the Arlington Arts Council for a documentary about transgender issues has asked for an exception to our policy about asking for monetary donations. Since many of the people in the film are traveling considerable distances, additional funding to help defray their travel costs would be appreciated. Ms. Fennelly moved to allow the placement of a basket for non-mandatory donations; Ms. Radochia seconded the motion; the board approved the motion. Mr. Murphy abstained.

Active Adult Grant

Several programs on topics of interest to older active adults are scheduled for the spring, including programs on online databases, financial planning, career transition, health care, creativity, agility, and computers. Michele Meagher, who planned the programs with the library director and is administering the grant funds, is trying to find a sponsor for programming after the grant ends.

Other

The trustees noted that a nominating committee will be appointed at the May meeting. Voting on the new slate of officers will be on the June agenda.

Date of Next Meeting

The next meeting will be on May 10.

Adjournment

The meeting adjourned at 9:10.

Respectfully submitted,

Joyce Radochia

Documents reviewed:
Minutes of the March meeting
Director's Report/March
Staff Protection Policy
Library Use Value Calculator
Annual Report Flyer materials

Robbins Library Board of Trustees
Minutes
March 8, 2011

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:15. Attending were trustees, Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent was Heather Calvin. Also attending was the library director, Maryellen Loud.

Finance Committee Liaison

Finance Committee Liaison Mary Margaret Franclemont attended the meeting for an update on budget issues. A discussion ensued on the library financial situation and revised budget numbers. The children's librarian vacancy needs to be filled urgently. Ms. Loud noted that Nancy Gentile is moving to another library system to become the branch librarian. All departments have to take a certain % cut in this year's budget, which funds will be put towards the deficit for next year. This amounts to $52,000 for the library. Because Nancy is leaving, the library will have to pay out her accrued vacation, deferred and sick leave buyouts, which is a significant amount. Her position cannot be filled until July 1st in order to absorb the costs of her buyout. The library has experienced higher usage during the recession. It was also noted that should additional funds become available, the first priority would be to fill frozen positions. The second priority will be to restore cut hours at the Robbins. It was noted that network transfers is very labor intensive. It is anticipated that cuts to the book budget will result in a higher demand to borrow materials from other libraries and thus staff time will increase for processing interlibrary loans. The biggest concern voiced in budget discussions is whether the library and Arlington residents will be denied borrowing privileges at other Minuteman libraries because of the cuts. The library may have been cut more than other departments, but the Finance Committee liaison could not say what the relative percentage is compared to these other departments. This relative percentage (whether it is disproportionate) would affect the library's state certification and thus, borrowing privileges through the Minuteman Network.

Approval of Minutes

The minutes of February 8, 2011 were reviewed. Ms. Muldoon moved that they be approved, Mr. Murphy seconded the motion. A vote was taken and the minutes were approved.

Community Time

No unscheduled members of the community were present.

Communications/announcements

Ms. Loud communicated that Nancy Gentile will be leaving the library to become the branch librarian in Framingham. She will leave on the 23rd. Discussion on a parting gift from the Trustees ensued.

Ms. Loud notified the Trustees that the oral history project at the library in which 4th grade thru High School students will be interviewing seniors will occur March 29th 3:30-5pm. Students will make a presentation about their findings on April 13th 7-8:30 pm.

On Wednesday Mar 16th 7-9 the first Active Adults Program: Positive Aging will occur.

Author Thomas Violet inquired about whether the Library would sponsor an event for him to read and discuss his self-published title "Indecent Acts of Gravity." The trustees discussed the proposal and determined that the library does not have staffing to sponsor this event but he is welcome to use the Community Room independently per the Author Program policy.

A balloon/origami artist wrote to make a request to make a display of fanciful balloon sculptures in the reading room. For reasons of potential disruption of the reading room (popping, wilting of balloons, etc.), this request was not approved.

Director's Report
Trustees reviewed the Director's report.

The Books in Bloom was an apparent success.

Ms. Loud reflected on the budget presentation to the Town Budget Forum. The trustees commended Ms. Loud on her presentation.

The library has had a cumulative 1% increase from July to now. It was noted that there were a number of snow days that resulted in library closure which actually made these numbers lower than they might have been in Jan-Feb.

Fundraising/Foundation

The trustees reviewed the ethics commission letter to Ms. Kennedy-Pfister. The foundation is developing the by-laws. There has been no fundraising on behalf of the foundation. The Trustees agreed that the guidance indicates that there would be significant restrictions on the role of any Trustee who was appointed to both the Board of Trustees and the Library Foundation Board. It was not recommended that the by-laws include a mandatory appointment of Trustees.

Older Active Adult Grant

A number of people have responded to the survey on potential programming for this grant. One item of note was that folks are interested in learning about the tech resources of the library. Another popular possible program was getting in touch with your creative side.

Discussion occurred on whether the library should try to seek underwriting for the programming to defray costs of food or other items. The issue is whether securing an underwriter or sponsor might compromise the program, indicate an endorsement or a particular business, create an appearance of a direct quid pro quo in an area in which the sponsor might have an interest, create an unwelcome precedent, etc. The Trustees had a long discussion on the relative benefits of this suggestion. Ms. Fennelly made a motion to authorize the OAA program staff person and the Library director to

investigate sources of funding to underwrite the OAA program without a direct quid pro quo related to topic of the program. Ms. Gandek-Tighe seconded the motion. A vote was held and the motion passed.

Report on Non-profits meeting

Ms. Gandek-Tighe updated the Trustees on the non-profits meeting and noted that it was decided to go forward on putting together a non-profit alliance to raise visibility of town related non-profits in Arlington. Work is ongoing.

Annual Report for the Public

The Trustees reviewed past reports and discussed what we should use this year. It was suggested that challenges be included in the presentation.

Date of Next Meeting

The next meeting will be April 12, 2011.

Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Brigid Kennedy-Pfister

Handouts:

1. Director's Report, November and October
2. Performance/Workload Indicators
3. FY 2012 Budget documents

Robbins Library Board of Trustees
Meeting
February 8, 2011

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:25 pm. Attending were trustees Brigid Kennedy-Pfister, Barbara Muldoon, and Joyce Radochia. Also attending was the Library Director, Maryellen Loud. Heather Calvin, Kathy Fennelly and Frank Murphy were absent.

Approval of Minutes

The minutes of the meeting of January 11, 2011 were read. Ms. Muldoon moved to accept the minutes as corrected; Ms. Radochia seconded; the board approved the minutes as corrected.

Communications

The Chairman of the Board of Trustees received an invitation to the annual meeting of the Arlington Boys and Girls Club on May 3 at the Hilton Hotel in Woburn. Ms. Loud will attend.

Donna Eidson, Director of Arlington Community Education recommended that the board adopt the policy used by Brookline and display only our own town's community education brochure. The consensus of the board was to continue with the current practice of displaying brochures from other towns along with our own.

Community Time

No unscheduled members of the community were present at the meeting.

Director's Report

The trustees briefly reviewed a preliminary version of the January Director's Report.

FY 2012 Budget

Ms. Loud reported that at this time the library is expecting a budget cut of approximately $159,000, less than originally anticipated. Taking into consideration input from the trustees at the January meeting Ms. Loud and Brian Sullivan decided upon a reduction in library hours (closing one night per week) and putting more money into books and materials.

Fundraising Foundation

Since Ms. Fennelly was not present the board was unable to discuss the library foundation.

LSTA

Michele Meagher, whom the library director hired as grant assistant, arrived to speak with the board about the $7,500 grant awarded to Robbins for programming of interest to older active adults, 50 to 70 years of age. After conducting a survey of that target group Ms. Meagher will plan programs for March through September. The grant money ($4,000 for programming, the remainder for books and a stipend for the project assistant) must be spent by September 30, 2011. Ms. Meagher proposed to the board that sponsors be identified with the objective of being able to find the financial resources from the business community to continue programming after the grant money is spent. Because of the issues involved in soliciting sponsorship of library programs the board decided to table the partnership-with-business topic until a full board could be present and invited Ms. Meagher to attend the March meeting.

Community Read

The Community Read committee will need to meet soon to make this year's selection. The committee welcomes suggestions.

Literacy Promotion

Ms. Loud reported on the Rotary Club's interest in participating with the library in developing a program or activity for families that promotes literary, such as a "Turn-off-your-television week. Pam Watts-Flavin, the Head of Children's Services, will coordinate with Ms. Loud on this project as well as oversee the literacy grant which was provided by the Rotary Club.

Books in Bloom

On Friday, March 4, the Arlington Garden Club and the Friends of the Library will co-sponsor a repeat of last year's very successful event. Floral arrangements inspired by literature are the highlight of this evening, which also includes local authors displaying and selling their books. Food, drink, and music will also be provided. Tickets are available at the library.

Friends Update

In addition to Books in Bloom, upcoming Friends' programs include the following:

- February 17 – genealogy program
- March 26 – children's book sale
- April 13 – music with Diane Taraz
- May 12 – antiques appraisal

Other

Ms. Loud reported that patrons sometimes challenge staff who attempt to enforce the Teen Area Policy, which states that the teen area is off-limits to unattended adults, even during school hours. Since home schoolers and students from Arlington High School use the area during school hours the policy was set to provide a comfortable and safe adult-free zone at all times. Ms Loud discussed placing signage on the microfilm machines to deter adults from sitting there for extended times without using the machines as this area is within the Teen collection. The consensus of the board was to deal with the issue on an individual basis.

Ms. Loud would like to put the Meeting Room Policy on the agenda of a future meeting.

Date of Next Meeting and Adjournment

The next meeting will be March 8, 2011.

The meeting adjourned at 9:15.

Respectfully submitted,

Joyce H. Radochia

Documents Provided:

- Agenda for Robbins Library Board of Trustees Meeting of February 8, 2011
- Draft Minutes of the Board of Trustees Meeting of January 11, 2011
- Director's Report/January 2011/Preliminary
- Transportation Advisory Committee recommendations
- Arlington Boys & Girls Club annual meeting invitation

Robbins Board of Trustees
Meeting January 11, 2011

Call to Order
Kathryn Gandek-Tighe called the meeting to order at 7:23 pm. The following additional Trustees were present: Katherine Fennelly, Brigid Kennedy-Pfister, Joyce Radochia, and Barbara Muldoon. Absent were Heather Calvin and Frank Murphy. The Library Director, Maryellen Loud, also attended.

Approval of Minutes
The Trustees approved the minutes of December 14, 2010 with minor amendments. Motion to accept the minutes as amended was made by Kathy Fennelly seconded by Barbara Muldoon; vote taken, the minutes were approved as amended.

Communications
Sustainable Arlington and the High School SAVE club wrote to request permission to hold a bake sale during a movie they are showing to raise money for the charitable organization of their choosing. Motion was made by Kathy Fennelly seconded by Barbara Muldoon; vote taken, the motion was approved.

Community Time
No community members were present at the meeting.

Director's Report
The "Dr. Who Mini Marathon" and "Glee Night" were resounding successes. Ms. Loud's meeting with the Town Manager, Selectman Jack Hurd, and Friends of Fox President Hilary Rappaport about the status of Fox was useful. Friends of Fox may be able to provide the equivalent of two days of Fox costs. This is contingent on a vote of their Board. Ms. Loud hopes to know very soon, as she imminently must submit her budget to the Town Manager.

FY 2011 and FY 2012 Budget Update
The budget projection for reduction has been revised again. Instead of being asked to reduce by $250,000, the library is being asked to reduce by $165,393. Ms. Loud reviewed new proposed draft budget reductions with the Trustees. Trustees were presented with two bad options, cutting one night per week or $74,204 in Materials. There followed discussion about these two options, with concerns discussed about limiting access in the evening hours, cutting and re-arranging staff, and cutting the core of the library – its materials. Motion by Ms. Fennelly that the Trustees allow the Library Director to consult with the Town Manager on the final decision for budget recommendations for FY 2012, with the Library Director taking into consideration the concerns of the Trustees regarding closing one night per week versus cutting the materials budget approximately $74,000. Motion seconded by Ms. Radochia. A vote was taken and the motion passed.

The library director updated the Trustees on FY11 changes based on what the Town Manager decides on whether he will unfreeze all the frozen vacancies.

Mid-Year Report of Trust Fund Liaison

7% of unrestricted funds have been spent for the first 6 months of the fiscal year. 26% of restricted funds have been spent. Some of the reference collection funds have been spent. 70% of technical processing trust allocations have been spent while 16% of the fundraising allocation has been spent. The wide range of expenditures is not unusual at this time of year since some of it will be spent for summer programming. However, Ms. Muldoon requested updated numbers as needs change, particularly depending on budget constraints and cuts.

Mid-Year Report of Russell Fund Expenditures (library director)

We are at 53% spent for the Russell Fund. Details were provided by the director.

Mid-Year Evaluation of Trustee and Administrative Goals

The Trustees reviewed the progress toward the Trustee goals. Given the serious budget concerns, the Trustees have been advocating for the Library and we continue to do the best we can under the circumstances.

The Library Director reviewed the progress toward the Administrative Goals. The Trustees noted that the staff has accomplished a lot in working towards these goals.

Fundraising/Foundation

There is nothing to report on the foundation. The letter from the Ethics Commission will be placed on the agenda for next month to discuss whether Library Trustees can serve or if so, what their limitations will be. The Library Director has followed up with Dennis Lehane about an author event. We hope to schedule it in June.

2010 Annual Report

The Library Director updated the Trustees on the Annual Report draft. There is a question on the portion of the report that includes “future goals.” These will be changed based on continued economic issues and decisions on budget reductions.

Film Series

Trustees are looking forward to the film series. There has been publicity in the Globe as well. There will be popcorn and seltzer. The Trustees recognize the work of Ms. Gandek-Tighe to put this new event together.

Salary Funding Request-Robbins Art Fund

Ms. Loud brought the Trustees a request for an additional 48 hours of personnel time for work on the Robbins Print Collection from the Robbins Art fund. The request is for $1998 minus the $286 carryover that is still waiting to be spent. Accordingly, the request is for a total amount of $1712. A motion was made by Ms. Radochia to approve the appropriation of $1712. Ms. Fennelly seconded the motion. A vote was taken and the motion was approved.

Recorder of Minutes

Ms. Radochia and Ms. Kennedy-Pfister will rotate the recording of minutes monthly.

Other

Ms. Gandek-Tighe and Ms. Loud discussed a request for the showing of the movie "Thy will be done" which is a documentary by an Arlington filmmaker, Alice Dungan Bouvrie. The movie explores the themes of gender identity and religion. A request was made that the film be shown at the library. The Trustees recommend that our film series planning partners screen it for a potential showing as part of the current or a future film series. They should screen with a view to how it fits with the current series choices and whether it would be a good component to future ones.

Next meeting is February 8th

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Documents Provided

- Agenda Meeting of the Board of Trustees Tuesday January 11, 2011
- Draft Minutes of the Meeting of the Board of Trustees December 14, 2010
- Anne A. Russell Children's Fund Educational and Cultural Enrichment Fund Analysis of Expenditures July 1, 2010 through December 30, 2010.
- FY 2012 Budget Reductions 1/11/11
- Directors Report December 2010
- Email Communication from Charlotte Milan 1/10/11 re: Bake Sale Request
- Fiscal 2011 Action Plan (Administrative goals and objectives)
- DRAFT Annual Report 2010 excerpts

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Library Trustee Minutes 12/14/10

Robbins Library Board of Trustees
Minutes
December 14, 2010

Call to Order

Chairman Kathryn Gandek-Tighe, called the meeting to order at 7:15. Attending were trustees, Katherine Fennelly , Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent were Heather Calvin, Joyce Radochia. Also attending were the library director, Maryellen Loud.

Approval of Minutes

The minutes of November 8, 2010 were read and approved.

Community Time

No unscheduled members of the community were present.

Communications

Heather Calvin thanked the Trustee's for the baby gift.

Director's Report

Director's Report of October and November 2010 were read and the following items were noted:

Books in Bloom will take place in February/March and will use the Rotunda, Reading Room and Fiction Room. Everyone will pay 20.00, even the author's and they will be encouraged to sell books.

Fox was repainted and has new blinds through the efforts and funding of the Friends of Fox. A meeting will take place on Dec. 17 with Selectman Jack Hurd and Hilary Rappaport a member of the board of the Friends of Fox to discuss the financial obligations of supporting the Fox Branch in the next fiscal year.

Sue Priver has resigned as Asst. Director and taken the position of Head of Technical Services.

FY2012 Budget

Mr. Murphy withdrew his request, made at the November meeting, for information on the history of staffing reductions and library usage to present to town officials.
Ms Loud discussed the ramification of the FY12 budget scenarios presented at the request of the Town Manager. Ms Loud walked the trustees through reductions in hours, utilities, staffing, materials budget, etc. Trustees talked about the implications for staff and citizens as they contemplated reduced hours, programs, staffing at a time where library use is burgeoning.

FY2011

Ms Loud outlined cuts to the current year's budget to meet the Town Manager's request of cost savings.

Fundraising

The Annual fundraising letter was mailed and to date, $4,000 has been collected.

The independent Film Series (free) will start on Tue, January 18, 2011 at 7:00 PM. Two Arlington residents, Lance Greene, actor and producer, and Dave McLaughlin, writer and director, of the film "On Broadway," are doing the programming for the series and will lead discussions after each film. For "Nice Guy Johnny," the producer of the film, Michael Harrop, will travel from New York to take part in the post-movie discussion. Two additional films, using the same format, will be shown: Tuesday, Feb. 22 at 7 p.m., is "Golden Days; March 15 at 7 p.m. and is "Hell on Wheels."~ Popcorn will be served.

The library's website needs attention and redoing. A consultant fixed a security breach.

Friends Update

The Friends have decided to host Patti Page in a book signing. They will need more volunteers to help with the book sale.

Other

Ms. Muldoon and Mr. Murphy attended a meeting (3Qtr Trust Funds Perform Report and a New Recommend - Broad Asset Allocation Strategy) held by Town Treasurer, Stephen Gilligan on Nov 30th to hear from Boston Advisors who manage the town's trust funds. Boston Advisors is asking for 20% of trust funds to be invested more aggressively than our current 60/40 investment policy allows. Neither Ms. Muldoon or Mr. Murphy are inclined to endorse this strategy. Ms Muldoon emphasized our need for income from the trust to fund library programs.

Date of Next Meeting

The next meeting will be January 11,2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Katharine Fennelly

Handouts:

- Director's Report, November and October
- Performance/Workload Indicators
- FY 2012 Budget documents

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Library Trustee Minutes 11/8/10

Robbins Library Board of Trustees
Minutes of the Meeting
November 8, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7: 20 p.m. Attending were trustees, Katharine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Heather Calvin was absent. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Fennelly with a second by Mr. Murphy, the Board approved the minutes of the meeting of October 12, 2010.

Directors Report

Helen Kreisler, part-time Children's Librarian at the Robbins Library, passed away unexpectedly over the weekend. Helen was a treasured member of the staff and her story hours were immensely popular with the children.

Nancy Gentile is requesting an additional expenditure of $300 to supplement the $500 carryover from the Robbins Art Fund for supplies. Ms. Muldoon made a motion to allocate $300, and Ms. Fennelly seconded the motion. The motion passed unanimously. Ms. Gentile also has a carryover of $286.40 for personnel.

Rebecca Meehan would like to shift funding from the Young Adult Audiobook budget to the Young Adult book budget. The board thought that this was a good idea and did not need board approval.

Ms. Loud reported that the library staff is planning to discard the audiobook collection on cassette because of the low circulation.

The board discussed the possibility of passing on inter-library loan fees to patrons. Consensus of the board is to allow the library some leeway on charging fees.

The board discussed the proposed addition to the meeting room policy. Ms. Fennelly proposed a motion to accept the meeting room policy addition as amended with a second by Ms. Radochia. The motion passed unanimously.

Communications

There were no communications.

Community Time

No members of the community were present.

Discussion of "Marcelo in the Real World"

The board discussed "Marcelo in the Real World" community read book.

Update on FY 2012 Budget

Ms. Loud submitted a level-funded budget and a 10% reduced budget to the Town Manager. The Town Manager, Brian Sullivan, will be scheduling a meeting with Selectman Jack Hurd, President of Friends of Fox, Hilary Rappaport and Ms. Loud to discuss the budget for FY'12 for the Fox Branch.

Ms. Loud explained the reductions in personnel and therefore the need to reduce the total library hours by 3 hours/week in the 10% reduction budget. At a later date, the board will consider which set of hours to recommend for closure at the Robbins Library.

Outline for Annual Report

The board reviewed the proposed outline for the Annual Report that is included in the town's official publication.

Fundraising

Ms. Gandek-Tighe contacted over a dozen town organizations to meet to discuss a joint effort for marketing materials.

Ms. Gandek-Tighe recommended that the board utilize trust funds to hire a contractor to assist library staff with maintaining the donor database and mail solicitation campaign. The board reached a consensus on this issue.

Potential Author Program

Ms. Loud, Jennifer De Remer, Bob James and Ellen Wendruff met Dennis Lehane at an independent bookseller event. Mr. Lehane offered to speak at the library. Ms. Loud will follow up with the author's publicist.

Friends Update

Patti Page will be doing a book signing for her memoirs. The Friends of the Library will coordinate this.

Other

The older active adults grant from the Massachusetts Board of Library Commissioners is underway.

Date of Next Meeting

The next meeting will be December 14, 2010.

Adjournment

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Addition to Meeting Room Policy
- Proposed Outline for Annual Report

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Library Trustee Minutes 10/12/10

Robbins Library Board of Trustees
Minutes of the Meeting
October 12, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7: 20 p.m. Attending were trustees, Heather Calvin, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Brigid Kennedy-Pfister was absent. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Fennelly with a second by Ms. Muldoon, the Board approved the minutes of the meeting of September 14, 2010.

Communications

Ms. Gandek-Tighe presented a potential letter to the editor of the Arlington Advocate on behalf of the Board of Trustees in order to recommend a "No Vote" on Question #3. The Trustees discussed some edits to the letter. The Board agreed to go forward with the letter to the editor as edited.

Community Time

No members of the community were present.

Director's Report

Ms. Gandek-Tighe and Ms. Priver commented about their Town Day experiences.

Staff Re-Organization

Ms. Loud explained the current staffing situation and then presented the proposed reorganization. The Town Manager agreed with the proposed re-organization but then froze the positions until next years financial situation is clearer.

Update on FY 2012 Budget/FY 2011

Ms. Loud explained that she needs to submit 2 budgets, a level funded budget and one with a 10% budget reduction (roughly $195,080 in reductions). She explained her recommendations for meeting the 10% budget reduction. Mr. Murphy requested information on the history of staffing reductions and library usage to present to town officials. Ms. Fennelly volunteered to work on this with him.

Fundraising

Ms. Gandek-Tighe contacted Arlington non-profits affiliated with town government bodies in order to create a public relations piece. She received positive responses from those whom she reached.

Ms. Gandek-Tighe and Ms. Loud met with two patrons who are interested in creating a multiple independent film

series to be hosted at the library.

The Board discussed the library's presence on Facebook. The consensus of the Board is to publicize the Facebook page and continue to post events.

The Board discussed the fundraising letter with the goal of mailing the letter in November.

Community Read

Ms. Loud distributed the handout listing all of the events for the Community Read. The Board will have a book discussion at the next meeting.

Friends Update

The Friends netted roughly $8600 at the Town Day book sale. Town Day also helped promote new memberships. The Friends were happy with the expediency as to the pickup of the remainder items from the book sale. The Friends also created a list of potential programming for the rest of the fiscal year.

Other

Ms. Fennelly talked about analyzing website statistics and usage; Ms. Priver will determine if the library has a Google Analytics account for the website.

Ms. Fennelly has created documents for the Library Foundation.

Date of Next Meeting

The next meeting will be November 8, 2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Director's Report
- Proposed letter to the editor re: Vote No on Question #3
- Proposed Assistant Director Reorganization
- FY'12 potential 10% budget reductions
- Draft of annual fundraising letter
- Arlington Reads Together Events

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Library Trustee Minutes 9/14/10

Robbins Library Board of Trustees
Minutes of the Meeting
September 14, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:20 p.m. Attending were trustees, Heather Calvin, Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Fennelly with a second by Ms. Muldoon, the Board approved the minutes of the meeting of August 17, 2010.

Communications

The Eldridge Farmer Trust Fund Commissioners sent a letter to the library enclosing a check for $1401.23 which is the disbursement amount from the Farmer Fund for FY '11.

The Friends of the Library is planning to host a performance of Charles Dickens Christmas Carol at the library in December. The board reached a consensus that this would be fine.

Community Time

No members of the community were present.

Director's Report

Ms. Loud explained that a new vendor being used for purchasing playaways has better benefits including a more generous replacement policy.

The community room at the Fox is now being scheduled by the Park and Recreation Department. This has caused some issues that we are trying to alleviate.

The community read book seems to be very popular and all of the copies are out most of the time. Ms. Loud will order more copies.

Preliminary Discussion of FY 2012 Budget

Ms. Loud discussed with the board next fiscal year's potential for a 10% budget cut, which would translate into a $200,000 cut. It is uncertain if the town will consider a Proposition 2 □ budget override.

Open Meeting Law

Ms. Loud contacted the town counsel to clarify the open meeting law in terms of multiple board members meeting. If multiple members are planning to meet, an agenda and "an intent to meet" posting, must be posted in advance. Town Counsel referred the Trustees to the memo regarding this topic that she sent to all applicable bodies on March 4, 2010.

Fundraising/Foundation

Ms. Gandek-Tighe is trying to co-ordinate a promotional piece that includes all of the non-profit organizations in town that specifically support town governmental bodies.

The board budgeted for 80 hours of fundraising support for FY '12. There was a discussion about how to financially support the library's social media strategy. The board requested a more complete picture of how Facebook would fit into the library marketing plan.

Robbins Library Foundation paperwork has been filed. Ms. Fennelly will be writing the bylaws.

Ms. Kennedy-Pfister emailed the State Ethics Commission to clarify the conflict of interest law for an individual serving on the Board of Trustees and being a Board member of the Robbins Library Foundation. David Wilson, Legal Division Deputy Chair, wrote a letter of advice which was distributed to the Board. Ms. Kennedy-Pfister requested that everyone read the letter multiple times in order to understand the content.

Ms. Loud clarified with Town Counsel how to maintain confidentiality of certain donors. Town Counsel will work with Ms. Loud to implement a system as needed.

Meeting Room Issues

Ms. Loud clarified multiple issues regarding fundraising with Town Counsel. Town Counsel recommended that the meeting room policy needs to be consistent among all groups. This led to a discussion about different fees and fundraising that has happened in the past by groups in the community room. Ms. Loud will work on this during the next month and will report back to the Board at the next meeting.

Holiday Schedule

Ms. Fennelly presented a motion and Mr. Murphy seconded the motion to accept the 2011 calendar as presented. The motion was unanimously approved.

Timeline/Trustee Objectives

There was a discussion about the Trustees Objective regarding Facilities (#3) in relation to the pedestrian safety in the vicinity of the library.

The annual appeal letter needs to be in the mail by November 15th.

Review of User Satisfaction Survey

The user satisfaction survey was available both on the library website and in both branches at public service desks over a 3 □ week time period.

The board discussed the survey responses in general.

Town Day

Town Day setup starts at 9am and officially starts at 10am.

Community Read

Ms. Loud is working with the author to determine a date for the author program. Ms. Loud is also working on additional programming events. Rebecca Meehan, young adult librarian, is working with the teens in conjunction with the community read.

Date of Next Meeting

The next meeting will be October 12, 2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Director's Report
- State Ethics Commission Letter to Ms. Kennedy-Pfister regarding conflict of interest
- Holiday Schedule for 2011
- Robbins Library Board of Trustees Goals and Objectives for FY'11

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Library Trustee Minutes 8/17/10

Robbins Library Board of Trustees
Minutes of the Meeting
August 17, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:20 p.m. Attending were trustees, Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Katherine Fennelly was absent. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Mr. Murphy with a second by Ms. Radochia, the Board approved the minutes of the meeting of June 15, 2010.

Communications

Pam Watts-Flavin wrote a note to thank the trustees for financially supporting her trip to ALA in Washington DC in June 2010.

Ann Honeycutt, the book discussion group leader, shared with the trustees that a few members of the book discussion group are non-native English speakers who are enjoying reading full length materials in English.

A user of the large type print collection suggested that it needs additional lighting.

Please refer to the open meeting law materials sent from Town Council, Juliana Rice.

Ms. Loud asked the board to look at the Robbins Library Customer Satisfaction Survey to potentially have further discussion at the September meeting.

Community Time

No members of the community were present.

Director's Report

Trustees read the June & July Director's Reports.

Ms. Priver described the Netbook circulation policy of 2 hour circulation that can be used within the library.

Mr. Murphy described the Statewide Summer Reading program with the Bruins.

Ms. Loud described the murals that were painted on the outside of the Fox Branch Library and the follow up discussions with the painter.

Ms. Loud explained the changing of personnel assignments within the Children's and Young Adult Departments Emily Canniff asked to change from full-time to part-time. Rebecca Meehan changed from part-time to full-time and

added Young Adult services to her position.

Town Day Booth

Town Day is September 25th, 10am-3pm. Ms. Loud asked for volunteers to be at the booth during 2 hour shifts. The following trustees volunteered.
9-11 Ms. Kennedy-Pfister
11-1 Ms. Gandek-Tighe
1-3pm Mr. Murphy

Approval of FY 2011 Trustee Goals

The board discussed the FY 2010 Trustee goals and made some changes to them for FY 2011. Ms. Radochia presented a motion to accept the FY 2011 as amended. Ms. Muldoon seconded the motion. The motion was unanimously approved.

Report of FY 2010 Russell Fund Expenditures and Approval of FY 2011 Allocations

Labor costs exceeded the budget for FY2010, but the overall budget was spent as allocated.

Ms. Muldoon presented a motion to accept an amended FY 2011 budget totaling $32,939; Mr. Murphy seconded the motion. The motion passed unanimously.

Review of Potential Funding Requirements/Strategic Plan

Ms. Loud presented potential areas that may require additional funds throughout the next fiscal year.

The following items may require funding:
Marketing Plan
Teen Physical floor and 1st floor space allocation study
Open shelving for self-service holds
Lighting
Shelving replacement—paperbacks, etc
Exterior signage to denote the library building more prominently on Mass. Ave.

Report of FY 2010 Trust Fund Expenditures and Approval of FY 2011 Allocations

The board reviewed the library trust fund expenditures for FY2010 as of 8/16/2010.

Ms. Muldoon described the proposed budget for FY11 in regard to the budget requests from library staff. The proposed budget funds all of the requests submitted for a total budget of $48,950.

Ms. Calvin presented a motion to approve the trust fund FY 2011 budget of $41,605 with a carryover of $7345 totaling $48,950; Ms. Radoccia seconded the motion. The motion passed unanimously.

Fundraising and Schedule of Sunday Openings

Sundays are fully funded for Oct-May.

Ms. Loud asked the trustees to consider closing the library on Sunday December 26th. After a short discussion, Mr. Murphy presented a motion to close the library Sunday December 26, 2010; Ms. Gandek-Tighe seconded the motion. The motion passed unanimously.

Ms. Loud thanked Ms. Kennedy-Pfister for gathering together all of the Library Foundation documentation.

Diane Gordon is gathering a focus group of high tech minded people to discover how they may be interested in supporting the library.

Ms. Kennedy-Pfister has reviewed the ethics decision about having a library trustee on the Library Foundation Board. She will continue to review this matter due to the complications in fundraising.

FY 2010 Russell Fund Report

The Board looked at the report and commented that the report written by Liza Halley is outstanding.

Community Read

Ms. Loud is working with the author's publicist to schedule the author event for this program.

Friends of Robbins Update

The Friends are working on their book sale for Town Day and scheduling programs for next calendar year.

Date of Next Meeting

The next meeting will be September 14, 2010.

Adjournment

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Robbins Library Board of Trustees Goals and Objectives FY 2010
- Interdepartmental Memorandum from Juliana Rice, Town Council
- re: Implementation of New Open Meeting Law – Posting Notices
- June 2010 and July 2010 Director's Reports
- Anne A. Russell Children's Educational and Cultural Enrichment Fund (FY 2010) Budget
- Anne A. Russell Children's Educational and Cultural Enrichment Fund Proposed FY 2011 Budget
- FY 2010 Anne A. Russell Children's Educational and Cultural Enrichment Fund Annual Report
- FY 2010 Library Trust Fund Budget
- Proposed FY 2011 Library Trust Fund Budget
- Staff requests for funds from the Library Trust Funds
- Robbins Library Customer Satisfaction Survey Results Compilation

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Library Trustee Minutes 6/15/10

Robbins Library Board of Trustees
Minutes of the Meeting
June 15, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees, Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Kennedy-Pfister, with a second by Ms. Gandek-Tighe, the Board approved the minutes of the meeting of May 11, 2010 as amended.

Communications

Ms. Loud shared information about a musician, Carmen Denyes, who would like to hold a free concert as a voluntary fundraising for Family Focus Foundation. The Board discussed fundraisers allowed in the library space. Due to lack of background information about Family Focus Foundation, the Board has decided not to grant permission for the request for this concert.

Community Time

No members of the community were present.

Director's Report

Trustees read the May Director's Report.

Ms. Loud shared additional information from the teen focus groups. Library staff members are currently collating the data and feedback from the participants.

Ms. Loud explained the Music CD project. The music CDs are being "re-call numbered" to be arranged by genre and not by Dewey Decimal System.

Update on FY 2011 Budget

No change from last meeting.

Friends of Fox Funding

The Friends of Fox will be contributing $10,635 to bridge the gap in municipal funding for three days per week. The Friends of Fox will also be funding four sing-a-longs for the summer at a total cost of $400. The library also requested roughly $8000 for refreshing the physical environment including painting, window treatments, and carpet squares for the community room. The Friends of Fox approved this request at the last meeting.

Fundraising

Ms. Muldoon talked with a member of the Cary Library Foundation (Lexington, MA) who shared that they raised roughly $190,000 annually. Ms. Muldoon will speak with her further.

Ms. Gandek-Tighe will explore talking with various organizations within Arlington to share marketing ideas and materials. She also would like to plan an annual library fundraising event—not necessarily a gala event.

Ms. Loud shared that a Simmons Library School Student intern will be preparing a grant for young adult funding for the library.

Ms. Loud also communicated that she and Ms. Priver met with Diane Gordon to discuss her relationship with the library and potentially doing work with the Library Foundation.

Ms. Loud said that the Sunday Campaign has currently raised $17,365. Last year, the Sunday Campaign raised roughly $29,000.

Preliminary Discussion of Administrative & Trustee Goals and Objectives

Ms. Loud requested that the Board review the FY 2010 Board of Trustees Goals and Objectives and to determine which items may require funding for FY 2011.

Trust Funds for Reference Materials—FY 2010 Expenditures

Ms. Loud explained that Jennifer De Remer, Head of Adult Services, purchased different reference materials than originally planned for FY 2010 with trustee fund monies.

Russell Fund Allocation for Summer Programs

Ms. Loud asked the Board to review the "Summer 2010 Russell Fund Budget Proposal". This year's request is $5686 including Children's, Teens, and Kindergarten Kits. Ms. Calvin presented a motion to approve the budget as requested, and Ms. Gandek-Tighe seconded the motion. The motion approved unanimously.

Policies

Study Room Policy & Tutor Policy

The Board discussed these policies. Ms. Gandek-Tighe proposed a motion to accept the Study Room Policy as amended; Ms. Radochia seconded the motion. The motion passed unanimously. Ms. Radochia proposed a motion to accept the Tutor Policy; Ms. Gandek-Tighe seconded the motion. The motion passed unanimously.

Library Patron Conduct, formerly Appropriate Behavior

The Board discussed this policy. Ms. Radochia proposed a motion to accept the Library Patron Conduct policy as amended; Ms. Calvin seconded the motion. The motion passed unanimously.

Bulletin Boards Policy

The Board discussed these policies. Mr. Murphy proposed a motion to accept the Bulletin Board Policy as amended; Ms. Muldoon seconded the motion. The motion passed unanimously.

Distribution of Free Literature and Soliciting Policy

The Board discussed this policy. The Board asked Ms. Loud to clarify certain information with Town Counsel.

Adults in Teen Area Policy

The Board discussed this policy. Ms. Radochia proposed a motion to accept the Adults in Teen Area Policy as ammended; Ms. Kennedy-Pfister seconded the motion. The motion passed unanimously.

Friends of Robbins Update

The Friends of Robbins Library has $96,000; the library can request up to $60,000 for FY 2011.

Election of Officers
Ms. Radochia reported that the nominating committee proposes the following slate of officers for FY 2011:

Chairman: Kathryn Gandek-Tighe
Vice Chairman: Heather Calvin
Trust Fund Liaison: Barbara Muldoon

Mr. Murphy seconded the slate; the slate was unanimously accepted.

Other

Ms. Loud presented that Art Beat wants to place a Giraffe in the stairwell near the Children's Room for the summer. The board deferred the decision to Ms. Loud after she obtained additional information.

Date of Next Meeting

The next meeting will be August 17, 2010.

Adjournment

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

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Library Trustee Minutes 5/11/10

Robbins Library Board of Trustees
Minutes of the Meeting
May 11, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees, Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Muldoon, with a second by Ms. Gandek-Tighe, the Board approved the minutes of the meeting of April 13, 2010 as amended.

Communications

None was presented.

Community Time

No members of the community were present.

Director's Report

Trustees read the April Director's Report.

The Community Read book was selected, Marcello in the Real World by Francisco X. Stork.

The terminology of PIT was defined—Process Improvement Team. PITs are created when issues cover multiple departments.

Vicki Slavin requested the use of the art print trust fund allocation to purchase medium sized art print bags. The board approved the purchase after specific monies are consulted with Ms. Muldoon.

Pam Watts-Flavin would like to spend the $3000 allocation for playaways and audiobooks on CDs. Ms. Muldoon proposed to accept Ms. Watts-Flavin's request and allow her to spend the Playaway fund monies on all forms of audiobooks; Mr. Murphy seconded the motion. The motion passed unanimously.

Fundraising

About three hundred fundraising letters are completed. Ms. Loud will book the community room for Thursday afternoon for the trustees to complete the fundraising letters. The Board agreed that the long-range plan executive summary will be included in the Friends of the Library Summer Newsletter mailing and not this fundraising mailing.

Budget Update

The final budget presented to town meeting includes a $25,817 reduction from the FY'10 budget, which is a 1% cut. Therefore, the Friends of the Fox will be supporting the Fox Branch Library for roughly 4 hours/week. Ms. Loud

explained the monies restored from a previous version of the budget.

Ms. Loud brought the Library's page within the Vision 20/20 public survey to the Board's attention.

Ms. Loud reminded the Board that with the budget as proposed to Town Meeting, she will need to apply for a waiver for library certification with the Massachusetts Board of Library Commissioners.

Long Range Plan Implementation

Ms. Loud reviewed the FY 2011 goals and objectives from the plan, since the Board has not seen the long range plan for a few months. Ms. Loud highlighted the main points of the plan and pointed out which objectives may require funding.

Reading Room Lighting

Ms. Loud updated the Board on the progress of the project.

Discussion of Policies

Ms. Loud presented the Children's Room Appropriate Use Policy. Ms. Loud asked the Board to accept the new policy name of Child Safety Policy. The Board discussed the policy as proposed. Certain wording was changed. Ms. Calvin proposed accepting the policy as amended; Ms. Kennedy-Pfister seconded the motion. The motion passed unanimously.

Ms. Loud presented the Unaccompanied Adults in the Children's Room Policy. The Board discussed the policy as proposed. Certain wording was changed. Ms. Kennedy-Pfister presented a motion to accept the Adults in the Children's Room Policy as amended; Mr. Murphy seconded the motion. The motion passed unanimously.

Appointment of Nominating Committee

Ms. Muldoon and Ms. Radochia have been appointed to be the Nominating Committee.

Friends of Robbins Update

Ms. Fennelly spoke with the Friends of the Library about the Library Foundation. Her talk was well received, and the Friends asked many thoughtful and clarifying questions.

Ms. Calvin reported some news from the last Friends of the Library meeting. The Friends will clarify the membership fee tax deductibility status. The Friends hosted an antiques appraisal night that was well attended. The next program is based around photography conservation.

Other

Ms. Radochia reported that the Spengler Memorial Committee will meet one more time to approve a final report.

Date of Next Meeting

The next meeting will be June 15, 2010.

Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Library Trustee Minutes 4/13/10

Robbins Library Board of Trustees
Minutes of the Meeting
April 13, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, and Joyce Radochia. Absent were Heather Calvin and Frank Murphy. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Muldoon , with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of March 9, 2010.

Communications

The Association of Library Trustees, Advocates, Friends and Foundations of the American Library Association (ALA) sent an invitation for the Board of Trustees to join as an affiliate. Ms. Loud will do some research on the meaning of affiliation.

Northwest Life has a featured article on the Robbins Library architecture.

Community Time

No members of the community were present.

Budget Update

Ms. Loud gave a brief budget update. Instead of a $100,000 budget cut, the library is now scheduled for a $25,817 cut. The materials budget and the page budget will be fully funded. The Fox budget cut will be reduced by about half. The assistant director and branch librarian re-organization remains as a budgeted loss.

Director's Report

Trustees read the March Director's Report.

The Trustees discussed the Marketing Committee. Ms. Muldoon suggested inquiring to the Harvard Business School for an alumnus volunteer.

Ms. Loud explained the circulation statistics anomalies were mostly based upon the audio-visual collection.

Ms. Loud requested the trustees review a memo authorizing the transfer of funds from an old Sunday Trust Fund account into the current Sunday Trust Fund account. The trustees signed the memo to authorize the transfer.

Two organizations received funding from the Arlington Cultural Council in partnership with the library. The library was also awarded a grant for an intergenerational oral history project.

Trust Fund Expenditure Report

Ms. Muldoon explained reviewed staff expenditures to date from restricted and unrestricted trust funds. Ms. Loud explained that staff members are working hard at purchasing materials through the end of the year.

Ms. Gandek-Tighe suggested looking into hiring someone part-time to handle fundraising data and fund the work via fundraising trust fund monies.

Russell Fund Expenditure Report and FY2011 Funding

Ms. Loud reported that the Russell Fund is currently 84% spent as allocated for FY'10. Ms. Muldoon reported that 4% rate of return for the Russell Fund allocation would be roughly $30,000 for next fiscal year.

Fundraising

Ms. Gandek-Tighe and Ms. Loud reported about the fundraising sub-committee. The Sunday Campaign is the next main focus. The trustees discussed the posters and the potential for bookmark distribution.

The library foundation is currently being revived and restructured.

The Trustees are asking the Friends of Robbins to coordinate the timing of the Friends annual renewal membership and the Trustees Sunday campaign.

Long Range Plan Executive Summary and Annual Report Flyer

Ms. Loud passed around a brochure of the Long Range Plan Executive Summary for review. Ms. Gandek-Tighe suggested some design changes to the back page. Some words were also edited in the main content spread.

The trustees decided to only go forward with the Long Range Plan Executive Summary and not to create the Annual Report Flyer. Ms. Gandek-Tight made a motion to purchase 1000 copies and Ms. Kennedy-Pfister seconded the motion. The motion passed unanimously.

Policy Review

Ms. Loud discussed the proposed changes to the following policies: Study Rooms, Tutors, Phone, and Customer Service.

Ms. Gandek-Tight made a motion to adopt the Study Room policy as proposed. Ms. Radochia seconded the motion. The motion passed unanimously.

During the Tutor Policy discussion, the board noted a potential conflict with the newly adopted Study Room Policy. Therefore, the Board decided to review and vote on both policies at a later date. The previous motion regarding the Study Room Policy was rescinded by the trustees by a unanimous vote.

Ms. Kennedy-Pfister made a motion and Ms. Muldoon seconded the motion to adopt the Phone policy as proposed. The motion passed unanimously.

Ms Gandek-Tight made a motion and Ms Radochia seconded the motion to adopt the customer service policy as proposed. The motion passed unanimously

Friends of Robbins Update

At the previous meeting, John Gearin proposed seeking advisors for various projects including fundraising.

The Friends raised around $1700 from the recent children's book sale.

Arlington Community Network (ACN)

Ms. Loud handed out brochures from Arlington Community Network. The trustees still are interested in the meaning of partnership and who are currently partners.

Other

Ms. Loud presented a proposed change in fee/fine structure. The proposed structure was discussed. Ms Radochia made a motion and Ms Gandek-Tight seconded to adopt the new fine/fee structure as proposed. The motion passed unanimously.

Date of Next Meeting

The next meeting will be May 11, 2010.

Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Robbins Library Board of Trustees
Minutes of the Meeting
March 9, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:15 p.m. Attending were trustees Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent were Heather Calvin and Brigid Kennedy-Pfister. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Radochia, with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of February 9, 2010.

Upon a motion by Ms. Muldoon, with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of January 21, 2010.

Communications

Massachusetts Board of Library Commissioners & Massachusetts Library Trustee Association are holding symposia on 4/10 & 4/28. All trustees already received information about these events.

Juliana Rice, Town Council, sent to all department heads and members of all boards and commissions, two legal memoranda regarding “Open Meeting Law/Use of E-mail for Deliberation” and “Ethics Reform Legislation”. All trustees need to complete an online ethics training program and give the completion certificate to Ms. Loud by April 2, 2010.

Community Time

Mary Margaret Franclemont shared with the trustees that the Financial Committee recommended the library budget for FY11 as presented to them by the Town Manager. If local aid is increased to the community, then the library budget may increase.

Director’s Report

Trustees read the February Director’s Report.

The older active adult grant to the Massachusetts Board of Library Commissioners was discussed.

Accounts were established, so the Fox Branch librarians can order DVDs for the Fox Library. These accounts authorized the two individuals to place orders.

State Certification Requirements

Ms. Loud called the trustees attention to the handouts related to State Aid to Public Libraries and Certification Requirements for Public Libraries and reviewed these materials.

Policy Review

Eight policies were listed for approval, as they currently exist. The procedure going forward for policies needed editing and/or amending was discussed. No decision was made.

Mr. Murphy made a motion to approve all policies listed on the "policies for re-approval" and Ms. Gandek-Tighe seconded the motion. The motion was approved unanimously.

Ms. Loud asked the trustees to discuss the "Local Author" policy. The consensus was to focus on the community read and not to allocate resources to local author events in the near future. Ms. Gandek-Tighe suggested holding a future event with many local authors strategically located throughout the library building.

Fundraising

The fundraising committee met and created a draft letter to be mailed in April. Ms. Calvin is coordinating this effort. The Friends of the Library have not yet sent out the annual membership drive that was originally targeted for March.

The Fox Branch Library financial discussion on the agenda at the Selectman's Meeting Monday 3/9/10 was tabled to 4/12/10.

Friends Update
Upcoming programs and events:

4/10 Book sale
4/15 Annual Meeting
4/30 Online job searching event

May Antiques Appraisal Event

Participation in Arlington Community Network (ACN)
The trustees read the letter and information provided by the ACN. The ACN has asked the library to be a partner. This discussion was tabled for discussion at a future meeting after Ms. Loud received more information.

Public Use of Projector

Organizations have requested use of the library's projector. Nancy Gentile has discussed the potential for Computer Café to rent projectors to library users. If Computer Café were to donate a stand, they could advertise their service as well on the stand; otherwise, the library will purchase a stand.

Movable Periodical Shelving

Ms. Loud had a shelving vendor visit the library and provide estimates for movable periodical shelving.
There are three options:

1. All metal shelving with wooden end panels ($13,000-$17,500)
2. Oak veneer shelving ($23,000-$34,000)
3. Solid wood shelving (in the range of $75,000).

This discussion will be ongoing.

Children's Programming Budget Request

Ms. Gandek-Tighe made a motion and Mr. Murphy seconded the motion to move $400 from the children's sign language program trust fund into the children's general programming fund. The motion was approved unanimously.

Staff Attendance at ALA Annual Conference

The current staff development fund has been depleted for FY10. A few staff members have requested reimbursements for ALA in June 2010 in Washington, D.C. Ms. Muldoon presented a motion to allocate $3000 for ALA annual conference attendance in FY10 that was seconded by Mr. Murphy. The motion was unanimously approved.

Date of Next Meeting

The next meeting will be April 13, 2010.

Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Robbins Library Board of Trustees
Minutes of the Meeting
February 9, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Radochia, with a second by Ms. Kennedy-Pfister, the board approved the minutes of the meeting of January 12, 2010.

Communications

Clutterers Anonymous donated $125 in gratitude of the library meeting room.

Community Time

No members of the community were present.

Update on FY 2011 Budget Request

Ms. Loud explained the current budget proposal. The library FY11 budget is reduced by $101,503 and then increased by $13,000 for expected utility increases. With the current proposal, the library will most likely need to apply for a certification waiver from the Massachusetts Board of Library Commissioners (MBLC) for next year.

If the library budget were increased for next year, the first amount would be used to increase the materials budget. If additional monies become available, the monies would go toward personnel.

Director's Report

Trustees read the January Director's Report.

Donations made via Paypal on the library website were discussed.

The issue of event capacity crowds was also discussed. Online registration was discussed but dismissed as a solution.

Meeting with Finance Committee Liaisons

John Deyst and Mary Margaret Franclemont from the Finance Committee discussed the FY 2011 budget situation.

All present agreed that library accreditation is of concern to all. Therefore, the materials budget is a priority to increase funding. The liaisons will be coming back to a future meeting once the budget process progresses.

Fundraising

Ms. Loud distributed the list of donors who gave last year but who did not donate in this past campaign.

The trustees discussed a plan to make the materials campaign more obvious to users of the Children's Room. The fundraising committee will draft an email for the Russell Fund Coordinator to send to the library's children's email list.

The trustees discussed the timing of the end of year appeal and the overlap of the appeal by the Friends of Fox. This issue needs to be reconsidered when the appeal gets closer. The trustees will make their donor lists available to Ms. Priver. Ms. Gandek-Tighe will ask the Friends of Fox to make their donor list available to Ms. Priver as well. Ms. Priver has been asked to compare the list of donors and determine the number of people who are on both lists.

Policy Update

Ms. Loud separated out the policies into four categories. Policies in need of minor revisions and those acceptable as written will be reviewed at the March Trustees meeting. The policies under review by the library department heads will be reviewed at the April Trustees meeting. There are additional policies that need to be created and will be addressed in the future.

Long Range Plan

Ms. Loud shared that the work on the marketing plan will start before FY11. Ten staff members have volunteered to work on this plan.

Reallocation of Russell Funds

Ms. Gandek-Tighe made a motion and Ms. Radochia seconded the motion to approve an increase of 4 additional hours per week for the remainder of the fiscal year for the Russell Fund Coordinator to total $1075 in additional funds. The motion passed.

Community Read

Everyone looked at a list of suggested books. Ms. Loud asked for suggestions for "fun" books with diversity.

Ms. Fennelly and Ms. Radochia volunteered for the Community Read Committee.

Friends of the Library Update

The Proof fundraising event is Thursday 2/11/09.

The membership drive will be during February.

Reading Room Lighting

Ms. Radochia & Ms. Muldoon attended a meeting with the lighting consultant. After discussion about additional lighting, Ms. Radochia made a motion and Ms.Kennedy-Pfister seconded said motion to allocated $8288.28 from the Cathleen Case Fund to purchase and install new light fixtures for the reading room. The motion passed. The trustees also asked the director to consider options for lighting that do not involve the four permanent columns and to research movable shelving for the periodical collection.

Date of Next Meeting

The next meeting will be March 9, 2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Robbins Library Board of Trustees
Minutes of the Meeting
January 12, 2009

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:20 p.m. Attending were trustees Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Muldoon, with a second by Mr. Murphy, the board approved the minutes of the meeting of December 8, 2009.

Communications

A thank you note was received for the Trustee Holiday lunch for library employees.

Kathryn Gandek-Tighe finished writing her first mystery novel.

The Jewish Community Center of Greater Boston (JCCGB) has requested use of the community room for a class in which they are charging attendees a fee. Ms. Gandek-Tighe presented a motion to allow the use of the room. Mr. Murphy seconded the motion. The motion was approved.

Community Time

No members of the community were present.

Director's Report

Trustees read the November and December Director's Report.

From the November Report, the Sarajevo Haggadah was clarified that it is a book and was found by a patron on the shelves. It is currently in Ms. Loud's office in case the manuscript is found to be of any significant monetary value.

There was a discussion about purse theft at the Robbins.

Reminders of 2 events:
Legislative Breakfast on 2/5/10 at the Concord Free Public Library
Books in Bloom on 2/5/10 with 18 floral arrangements

The long range preservation plan includes details about preservation of various collections in the library. This is a subset of the long range plan.

The Fox library was investigated for mold by the Board of Health; none was found.

Update on FY 2011 Budget Request

Preliminary unofficial budget information about the library includes $100,000 in budget cuts.

The certification waiver process from the Massachusetts Board of Library Commissioners was discussed.

Circulation statistics were discussed at the previous trustee meeting. Some analysis was done by the administrative department since last meeting. Ms. Loud asked for a clarification on whether Trustees wanted data by hour or by four hour segments and was directed to four hour segments.

MidYear Report of Trust Fund Liaisons

Ms. Muldoon presented the summary of the trust funds spending rates for FY 10 through December 31, 2009. The unrestricted funds are 29% spent fiscal year to date, and the restricted funds are 21% spent year to date.

Mid-Year Report of Russell Fund Expenditures
The Russell Fund Coordinator is expecting to go over the allocated budget amount for labor. The budget can be reallocated so that more monies can be spent toward labor and less on other line items. The Friends of the Library have allocated additional funds for programs but not for labor. As of 12/31/2009, half of the labor has been expended. The Russell Fund budget is currently $30,000 for FY'10 and would be $33,680 for a full 4% allocation as is permitted under the new town trust fund policy; this would add $3680 to the current Russell Fund budget for FY'10. The trustees are requesting an estimate of the labor needed for the the 2nd half of FY'10 before amending the budget.

Mid-Year Evaluation of Trustees and Administrative Goals
Trustees Goals
(1B) Ms. Gandek-Tighe is coordinating a meeting with representatives of the Friends of the Library, Friends of Fox, Library Trustees, and Library staff to create joint calendar among the groups.

(1C) The policies are scheduled for review in February. Ms. Loud will recommend ones that need revision, ones to be revoked, ones that need to be created, and ones to be reviewed. Mr. Murphy recommended that policies be dated for future review so reviews are done on a cyclical basis.

The long range preservation plan includes details about preservation of various collections in the library. This is a subset of the long range plan.

The Fox library was investigated for mold by the Board of Health; none was found.

Update on FY2011 Budget Request

Preliminary unofficial budget information from the library includes $100,000 in budget cuts.

The certification waiver process from the Massachusetts Board of Library Commissioners was discussed.

Circulation statistics were discussed at the previous trustee meeting. Some analysis was done by the administrative department since last meeting. Ms. Good asked for a clarification on whether Trustees wanted data by hour or by four hour segments and was directed to four hour segments.

Mid-Year Report on Trust Fund Balances

Ms. Muldoon presented the summary of the trust funds spending rates for FY 10 through December 31, 2009. The unrestricted funds are 29% spent fiscal year to date, and the restricted funds are 21% spent year to date.

Mid-Year Report of Russell Fund Expenditures
The Russell Fund Coordinator is expecting to go over the allocated budget amount for labor. The budget can be reallocated so that more money can be spent toward labor and less on other line items. The Friends of the Library have allocated additional funds for programs but not for labor. As of 12/31/2009, half of the labor has been expended. The Russell Fund budget is currently $30,000 for FY10 and would be $32,600 for a full 4% allocation as is permitted under the new town trust fund policy; this would add $2600 to the current Russell Fund budget for FY10. The trustees are requesting an estimate of the labor needed for the the 2nd half of FY10 before amending the budget.

Mid-Year Evaluation of Trustees and Administrative Goals
Trustee Goals
(1B) Ms. Claudek-Light is consolidating a meeting with representatives of the Friends of the Library, Friends of Fox Library, Trustees, and Library staff to create joint calendar among the groups.

(1C) The policies are scheduled for review in February. Ms. Good will recommend ones that need revision, ones to be revised, ones that need to be created, and ones to be reviewed. Ms. Murphy recommended that policies be slated for future review so reviews are done on a cyclical basis.

Administrative Goals

Ms. Loud reviewed the progress on meeting the goals. Elder population goal is for FY10 and FY11 and will receive more attention during the 2nd half of the fiscal year. All other goals are well underway or completed.

Response to Town Treasurer

Ms. Fennelly drafted a letter to Stephen Gilligan, Town Treasurer, regarding Trust Funds Investment Market Outlook and Spending Recommendation. Mr. Murphy presented a motion and Ms. Radochia seconded it to send the letter to Stephen Gilligan as edited by the trustees. The motion was approved.

Fundraising

Approximately 580 fundraising letters were sent. Through December 31, 2009, 110 donation were received for a total of $17,825. There were some difficulties in determining how the donors want their funds allocated when the payments were made online.

Ms. Gandek-Tighe is still investigating applying for a Comcast grant to help fund the summer reading program.

There will be a fundraising meeting on Wednesday January 20, 2010.

Author Program

There will be a local author program planned for spring. The trustees decided to revisit sponsoring 2 author programs for next fiscal year.

2009 Annual Report

Ms. Loud answered the trustees questions about the updated portions of the 2009 annual report. She mentioned that the volunteer section would be updated to reflect this past year's actual volunteers. Ms. Loud will also update the "looking ahead" section to reflect the state certification or decertification potential in more accurate language. The trustees agreed to send Ms. Loud suggestions as soon as possible keeping in mind the January 15, 2010 deadline.

Friends of the Library Update

The Friends of the Library has purchased tickets from the Arlington Friends of Drama to co-sponsor the play Proof. Tickets are not selling well for the Februrary 11, 2010 performance.

The Friends of the Library are planning their membership drive for February 2010.

Other

1. Directory Signage
   Ms. Loud explained that a new directory is needed for the elevator lobby. The recommended sign is approximately 24" by 36" and costs $965 for flat lettering or approximately $1300 for raised lettering. The exact location needs to be determined.

2. Reading Room Lighting (continued below)
   Ms. Loud reported that improved lighting is needed in the reading room. The recommended lighting would cost $7980.28. Ms. Loud asked for volunteers to join a lighting committee to address this issue. Ms. Muldoon and Ms. Radochia volunteered. Lighting over the A/V materials has also been investigated and track lighting would cost approximately $1360.21.

3. Spengler Memorial Committee
   Ms. Radochia attended the committee's last official meeting.

4. Ms. Loud and Ms. Priver took pictures of the trustees for the annual report.

5. Meeting re-located to Library Lobby
   The trustees looked at the current lobby signage and signage in the elevator. Ms. Gandek-Tighe presented a motion to allocated $965 from the Case Fund to pay for the sign with flat lettering described earlier in the meeting. Mr. Murphy seconded the motion. The motioned was approved.

Date of Next Meeting

The next meeting will be February 9, 2010.

Adjournment

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Robbins Library Board of Trustees
Minutes
November 10, 2009

Call to Order

Ms. Fennelly called the meeting to order at 7:21 pm. The following Trustees attended: Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Heather Calvin and Frank Murphy. Kathryn Gandek-Tighe and Joyce Radochia were absent. The Library Director, Maryellen Loud, also attended.

Approval of Minutes

Trustees approved the minutes of October 13, 2009. Motion made by Ms. Kennedy-Pfister seconded by Mr. Murphy, vote taken, the minutes were accepted.

Communications

No communications.

Community Time

No community members were present at the meeting.

Director's Report for October

Mr. Murphy asked about what the focus of capital requests were. Ms. Loud stated that, among other things, they included information technology; vend printing machine; replacement of roof; fixing stairs; re-pointing the building; exhaust fans for restrooms; etc. Ms. Loud also stated that the library is in the process of clarifying the Library eating and drinking policy.

Discussion of the Community Read Titles

The Trustees had a discussion of the Community Read Titles on the theme of the Lost Boys and Girls from Sudan. All the trustees enjoyed the challenging material contained in the books and were moved by the resilience of the children involved.

Report of attendance at community read events and circulation of the titles showed that the community read was very successful. We had good attendance at all the speakers program, the movie and the festival.

FY 2011 Budget Preparation

Trustees noted the statements of Mr. Hurd and Ms. Rappaport to the Board of Selectman at the Selectmen's meeting last week regarding Friends of Fox fundraising.

Ms. Loud has prepared a preliminary budget for FY2011 with potential 10% cuts.

The trustees asked for a review of all library circulation statistics in the context of potential hour reductions. Trustees would like to see reports of these statistics so that we can analyze a variety of possible money saving solutions while ensuring that the highest volume days/hours are retained. It was suggested that Ms. Loud consider ideas such as coherence of the days/nights we

close so that patrons will be able to remember the schedule. It was also suggested that the library might consider some small hour reductions each day to accumulate savings over the year. For example, shaving one half hour off each day over the year.

Ms. Loud asked the Trustees to review the Draft FY 2011 Budget Narrative and to give suggestions by next week.

Reduction in State Funding to Libraries
Mr. Murphy reviewed the MBLC Annual Regional Liaison Report received this morning. The report demonstrates further reductions in statewide library funding. The report shows a reduction of approximately $8.5 million from FY 2009 to FY 2010 with the 9C cuts. There is a projected further cut in 2011 of almost 18%. Trustees expressed concern about these ongoing cuts.

Fundraising
We now do a Spring, Sundays, and Fall/Winter campaign. The Fundraising Committee is now working on the Fall campaign. When analyzing the Fall campaign, it was noticed that the funds raised in this portion of the year are generally used for materials. This invites a possible marketing strategy for this campaign to distinguish it from other campaigns. The working theme is "What great things have you found at the library…?" With the idea of asking folks to contribute in order to maintain these great resources. The campaign will use vignettes to show the variety of materials that can be found at the library. Ms. Calvin and the committee are writing the letter on this theme.

Long Range Plan
The trustees reviewed the summary of the long-range plan and made some suggestions that were accepted.

Other
Stephen Gilligan will join us at the December meeting to discuss performance of the trust funds etc.

Next meeting is December 8th.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Meeting of the Robbins Library Board of Trustees
October 13, 2009
Minutes

Call to Order
The meeting was called to order at 7:20 p.m. Attending were trustees Heather Calvin, Katharine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon,
Frank Murphy, and Joyce Radochia. Also attending was the library director, Maryellen Loud.

Communications
Liz Bilafer, a member of the Russell family, praised the Russell Fund report as the best ever.

Ms. Muldoon reported that she wrote to the town treasurer, Stephen Gilligan, requesting the letter specified in the Policy Statement. In conformance with the Annual Distribution Procedure this letter, due on or before August 1st of each year, should contain the treasurer's recommendations for the annual distribution in dollars for each individual fund under library trustee jurisdiction, a percentage not less than 3% nor more than 6% of the market value of the funds as of the end of the previous fiscal year.

Ms. Loud will send a letter to the Russell Fund donors, informing them of changes to Massachusetts law concerning the disbursement of trust money.

Community Time
No members of the community were present at the meeting.

Approval of Minutes
The board read the minutes of the meeting of September 9 and made some minor changes. Ms. Muldoon moved that the minutes be accepted as corrected. Ms. Kennedy-Pfister seconded the motion; the board approved unanimously.

Director's Report
Trustees read the September Director's Report. Ms. Loud reported that she was checking the references for the finalists for Assistant Director, which position includes responsibilities for technology coordination and Fox Branch supervision.

Update on FY 2011 Budget Submission
In previous years the town manager has asked department heads to submit a budget reflecting a certain percentage reduction before meeting with him. This year Mr. Sullivan is meeting with each department head first.

To develop a budget for the library system Ms. Loud needs to know how much money has been raised for Fox. Neither the town manager nor Ms. Loud has that information at this time. Ms. Gandek-Tighe spoke with Hillary Rappaport from the Friends of Fox and discussed the possibility of scheduling a meeting with them.

Mr. Murphy described a grim financial picture for state library funding.

With a loss of or serious reduction in the amount of state aid the town could be facing a possible $4,000,000 deficit, which would be split evenly between the town budget and the school budget. This could mean a $400,000 cut from the library budget.

Fundraising
Ms. Loud reported that the Sunday opening campaign has reached its goal, thanks to carryover funds from last year and generous contributions ($28,333) this year. Carryover funds into next year are a possibility. Ms. Loud told a reporter from the Boston Globe that we have closed the campaign. Since staff have the "right of first refusal" to work the Sunday hours it is difficult to know precisely how much staffing the Sundays will cost. Staff wages are higher than those of moonlighters/outsiders.

Ms. Calvin and Ms. Gandek-Tighe will work on a general fundraising letter, with the goal of sending it out before Thanksgiving. Ms. Calvin will write the first draft and Ms. Gandek-Tighe will also look at it. A sponsor for the summer reading program will be sought.

Ms. Fennelly mentioned that a sign created by one of the Friends, Sally Naish, could be adopted for use. It indicates that an event/Sunday opening/program is "funded by….."

Long Range Plan Update
To publicize library services Ms. Loud would like to distribute a brochure to the public. Ms. Gandek-Tighe suggested that it could do double duty as a fundraising letter. Developing an updated list of potential donors should be an ongoing project.

Trust Fund Policies
At this time there was nothing to discuss.

Scheduling of Meeting with Town Treasurer
The board decided to re-schedule the meeting with Stephen Gilligan for our regular December meeting.

Spengler Memorial Report
Ms. Radochia reported that the Margaret H. Spengler Memorial Committee would be sending out letters soliciting donations for the memorial plaque that will be mounted in the lobby of town hall on November 21, at an event featuring the former governor, Michael Dukakis. The dedication will be followed by a reception which is open to all. Also, the name of Library Way will be changed to Peg Spengler Way.

Community Read
This year's Community Read consists of four selections about the experiences of the "Lost Boys and Girls of Sudan." Programming is the result of collaboration between the South Sudanese Community Center and the library. Co-sponsors of the events, which take place in October and November, are the Robbins Library Board of Trustees, the Friends of Robbins Library, and the Diversity Task Group of Vision 2020.

Friends of the Library Update
Ms. Calvin attended the recent meeting of the Friends of Robbins Library. The program schedule is full for the year. Two programs involve collaboration with other organizations----the Friends of the Drama and the Garden Club.

The Town Day book sale netted between $6,200 - $6,400. A children's book sale is scheduled for March.

Date of Next Meeting
The next meeting will be on November 10 at 7:15 p.m.

Adjournment
The meeting adjourned at 9:30 PM.

Respectfully submitted,

Joyce H. Radochia

Robbins Library Board of Trustees
September 9, 2009

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, Brigid Kennedy-Pfister and Joyce Radochia. Heather Calvin was absent. Also attending was Library Director Maryellen Loud.

Margaret Spengler Memorial Committee

Donald Marquis and Harry McCabe reported on the plans to honor Peg Spengler. A plaque is currently being made. The proposed location will be in Town Hall. In addition, discussions are underway to rename Library Way as Peg Spengler Way.

Approval of Minutes

The minutes were amended to include Heather Calvin in the attendees. Mr. Murphy moved to accept the minutes as amended. Ms. Muldoon seconded. The minutes were approved unanimously.

Communications

The conference schedule for the Annual Joint Conference of Friends of Libraries and Massachusetts Library Trustees was distributed.

A patron has offered to buy a pass to Davis Farmland for the Library. Discussion comprised of offering a pass to a for-profit institution, the restrictions to the pass and the financial cost versus value. More information about the pass program will be gathered and discussed with the donor to be sure she is interested in going ahead with the pass with its restrictions.

Community Time

No members of the community were present

Director's Report

Ms. Loud reported that the Town Manager approved filling the vacant Assistant Director position. Due to budget constraints this position will now include the duties of the Fox Branch Librarian as well as technology and administrative responsibilities.

Approval of Trustee Goals and Timeline

Ms. Muldoon moved that the Goals and Objectives FY 2010 be accepted as proposed and Ms. Radochia seconded. The motion was accepted unanimously.

Approval of Long Range Plan (Mission, Vision, Goals and Objectives)
A final draft of the vision statement was reviewed and accepted as:

> The Robbins Library strives to be the center of the Arlington Community. The library will use:
> - Collections, services, technological resources and programs that respond to community members' needs
> - Strategic partnerships with community organizations and town offices to expand the reach of the library to all ages and groups
> - Effective promotion of library services and programs to increase library awareness in the community and to support lifelong learning
> - Modern library spaces that balance the needs of traditional and contemporary library users.

Several drafts of mission statements were reviewed. The final statement was:

> The Robbins Library is a vital community center that connects people with traditional and technological resources for life-long learning, intellectual pursuits and leisure. The library responds to citizens' needs with services and activities in a welcoming setting built on a history of free and equal access to information for all Arlington residents.

The Goals, Objective and Activities were reviewed in draft form. The trustees supported the goals, objectives and activities drawn up by the consultant and Ms. Loud.

Mr. Murphy moved to accept the documents. Ms. Kennedy-Pfister seconded. The motion was accepted unanimously.

Final Approval of Trust Fund Requests
Ms. Muldoon presented changes to the allocations to meet requests from the Trust funds.
The Case Fund will have $2500 to be spent.
The Fred Thompson Fund will have $3000 spent.
$4059 will be budgeted for Fundraising.
Ms. Muldoon made the motion to accept. Mr. Murphy seconded. The motion was accepted unanimously.

A letter will be sent by Ms. Loud to the donors of the Russell Fund to inform them of changes to Massachusetts state law concerning disbursement of trust money.

Schedule of Holiday Closings – 2010
The proposed closings for holidays for the coming year were presented by Ms. Loud, particularly those requiring a vote of trustees. Ms. Radochia moved that the calendar be accepted. Mr. Murphy seconded. The motion was accepted unanimously.

Preliminary Discussion of FY2010 Budget Requests
Ms. Loud discussed the potential implications of expected budget shortfalls.

Town Day
Trustee schedule for Town Day was reviewed.

Community Read
The trustees community read discussion will be at the November meeting.

Other
The Treasurer will attend the October Trustees meeting. Topics to discuss were suggested.

Adjournment
The meeting adjourned at 9:30. Next meeting is Tuesday, October 13th.

Robbins Library Board of Trustees
Minutes
August 11, 2009

Call to Order
Ms. Fennelly called the meeting to order at 7:20 pm. The following Trustees attended: Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Joyce Radochia, and Frank Murphy. The Library Director, Maryellen Loud, also attended.

Approval of Minutes
Trustees approved the minutes of June 2, 2009 meeting as amended to include on page 2: Trustees recommended reviewing future library hours in the context of usage, demographics and community needs, with particular reference to weekend hours. Frank Murphy moved to accept the minutes as amended. Barbara Muldoon second. The minutes were approved.

Communications
No communications.

Community Time
No community members were present at the meeting.

Director's Report for both June and July
The Town Manager appointed Ms. Pam Watts-Flavin as permanent Head of Children Services. She has until now been the Acting Head of Children Services. The Town Manager agreed to fill part-time positions in Adult Services and Circulation on a temporary basis through June 30, 2010. However, the library still has the vacancy at branch manager and assistant director. It is difficult to recruit for these as temporary positions so the library may look at combining them into one position. Ms. Loud is also looking at other temporary solutions for children's services.

Town estimate for the FY2010 budget was accurate. There was no change from the projected amount. In light of budget realities, Mr. Murphy suggested that the Trustees start a discussion to set some basic minimum standards for quality of service for library operation when the doors are open.

Ms. Loud explained what the issues are regarding the "Mass Ave. wall." A portion of the wall is leaning toward Mass Ave. due to landscaping changes. It was not meant to be a retaining wall. With Town cooperation, various solutions are being sought. With Historical Commission approval some of plants/trees may be removed.

Ms. Fennelly commended Ms. Loud on the loveliness of the staff appreciation luncheon.

Ms. Kennedy-Pfister asked about the data logger software. The issue is related to humidity in the Local History Room. The materials could be affected over time. Ms. Loud has requested capital funding this fiscal year to correct the problem.

Town Day Booth
Town Day is September 26, 2009 10 a.m.- 3 p.m. Ms. Loud suggests purchasing a banner for Town day. (Green and white with the logo). Ms. Gandek-Tighe made a motion for the purchase; Mr. Murphy seconded the motion. The Trustees signed up for two-hour shifts.

Trustee Goals
Trustees reviewed the goals. Item (4)(G) was discussed. We may not have sufficient time or resources for this goal. Ms. Fennelly will be doing thank you notes to donors instead of calls.

Goals were amended as follows: The FY was amended to read "2010." Overall goal number (4) is amended to cover Gifts as well as other funding sources. Item (4)(C) was eliminated as it was completed last year. Item (4)(G) was eliminated. Item (1)(D) was amended to eliminate "(including the semi-annual authors program)" it was felt that this was not necessary to stipulate this item. Item (1)(A) was reworded to read "Advocate for adequate hours of operation, collections, and staffing for the library system for this year." Ms. Calvin made a motion to accept the goals as amended. Ms. Radochia seconded the motion. The motion was accepted.

Russell Fund Expenditures FY2009 and Proposed Russell Fund Allocations FY2010
Trustees reviewed the expenditures of the Anne A. Russell Children's Educational and Cultural Enrichment Fund. FY July 1, 2008- June 30, 2009. Balance will be carried over to cover an author program at the Ottoson Middle School.

Summer programs for 2009 were previously authorized to allow staff to plan. The Summer numbers are included in the Proposed Fund Allocations. Trustees noted the 25% drop in funding due to market performance.

It was suggested that the Trustees review the Russell Fund Trust instrument.

Ms. Kennedy-Pfister made a motion to accept the FY 2010 Russell Fund Proposal in the amount of $30,850. Mr. Murphy seconded the motion. The proposal was approved.

Trust Fund Expenditures FY2009 and Proposed FY 2010 Trust Fund Allocations
Trustees reviewed the FY 2009 Trust Fund allocations. 75% was spent. The 25% unspent was mostly for staff conferences and workshop attendance as well as the author program. Under restricted funds, 88% was spent. There were a few questions on specific line items and the spending. All funds not spent will be carried over. The funds allocated to author programs will be shifted to fundraising.

Fund performance: Income was down 56% over the year. Overall most funds were down approximately 18-20%.

Ms. Muldoon noted that the funding requests were significantly higher than last year. The budget is based on 4% income.

Ms. Muldoon advised the Trustees that they need to decide how to spend the Case fund as well as the new Thompson fund. It was agreed that this will be done in September.

Ms. Muldoon made a motion to approve $8,500 Unrestricted Funds; $6,445 Farmer Fund; $2,200 Children's Book Fund; $3,390 Other Funds (Maguire; Faye; Gruber; Hodgdon) for a total of $20,500 in funds for FY 2010, and to consider the budget and income from other sources and funds at the September 2009 meeting. Ms. Gandek-Tighe seconded the motion. The motion was approved.

Fundraising and schedule of Sunday openings

Ms. Gandek-Tighe will try to get the Friends of Fox and Friends of Robbins to agree on a common calendar. She hopes to schedule a meeting in September.

So far, $21,178 has been raised for Sunday openings. Ms. Loud will contact the Advocate to announce that the library will be open for Sundays starting in October.

FY 2009 Russell Fund Report

The trustees reviewed the Anne Russell Fund Final Report FY 2009. Ms. Radochia made a motion to accept the report. Ms. Calvin seconded the motion. The motion was approved.

Author Programs

Ms. Loud suggested that she was going to discuss whether the Friends of the Library could do one or two author programs during the year.

Community Read

The Community Read festival will be November 7, 2009. It will include food, music, dance and other items. The Community Read may include a series of lectures and other events.

Friends Update

Ms. Loud went to the last meeting and updated the Trustees.

Other

Mr. Murphy mentioned two new Boston Advisor products. He gave them to Ms. Muldoon. Also noted that the advisors are "active advisors." Trustees have to ask questions about the fees that might be imposed if lots of trades are made. Suggestion was made that we invite Steve Gilligan to a meeting.

Ms. Loud is still working on the Strategic Plan. Today was the first round of a Scrabble Tournament. Next week is the 2nd round on Tuesday August 18 from 1-5 pm.

Ms. Radochia updated the Trustees on the Spengler Committee activities.

Dates of Trustee Meetings

The September meeting was changed to Wednesday September 9, at 7:15 pm.

The meeting adjourned at 10:02 pm

Respectfully submitted,
Brigid Kennedy-Pfister

Robbins Library Board of Trustees
Minutes
June 2, 2009

Call to Order

The meeting was called to order at 6:38 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was the Library Director, Maryellen Loud.

Focus Group Session – Long Range Plan

Before the regular business of the board began, trustees functioned as a focus group, with Ms. Loud acting as facilitator. Trustees answered questions that were posed to the two focus groups that met in April as well as provided feedback on the results from those sessions. Topics ran the gamut from the general to the specific, from a philosophical view of the role of the library in the community to the smallest of details and included the facility, both interior and exterior, the collections, programs, hours, computers, media usage, the library website. Each trustee described aspects of the library bringing the most value as well as areas/issues causing major frustrations. Also discussed were possible services or features they would most appreciate as well as suggested changes to make the library more relevant.

Ms. Loud discussed the two-day planning retreat to be held at the Robbins House with the facilitator from NELINET on June 11 and 12. Ms. Fennelly, Ms.Muldoon and Mr. Murphy will attend at least the first session.

Approval of Minutes

The minutes of the May 12 meeting were amended to note that Joyce Radochia was absent. Also, the library accepted the donation from the law firm of Keshian and Reynolds of a sculpture of Socrates. The minutes were approved as amended.

Community Time

No members of the community were in attendance.

Director's Report

Ms. Loud briefed the board on the rental of the Reading Room for events, circulation desk coverage, and staffing issues.

Ms. Loud recommended changing the hours at Fox on Wednesdays from 1 – 9 to 12 – 8, as the hour from 8 – 9 is very quiet and it is anticipated that usage from 12 – 1 will be

much heavier. Ms. Muldoon moved that this change be made; Ms. Radochia seconded the motion; the board approved. Ms. Loud will submit this request to the Town Manager.

Ms. Loud recommended re-opening the Children's Room on Thursday nights in the summer, as the library closes at 5 on Fridays, and is closed on weekends throughout the summer. Ms. Kennedy-Pfister asked about the practice of closing the library in the summer, and Ms. Loud reviewed the 40-year history of this tradition.

Ms. Gandek-Tighe moved that the Children's Room be open on Thursday evenings in the summer; Ms. Kennedy-Pfister seconded the motion; the board approved. Ms. Loud will submit this request to the Town Manager.

The Arlington Cultural Council has invited Ms. Loud to attend their meeting on June 16 at 7:30 p.m. to discuss issues of common interest. Since Ms. Loud is unable to attend she asked if any trustee was available. She will forward the e-mail to the trustees.

FY2010 Budget Update (Tentative)

Since Town Meeting will adjourn before the state budget is finalized, the budget recommended by the Finance Committee may not a permanent one. Although the Finance Committee supports funding 100% of the personnel budget, the positions that are currently frozen **may** remain that way. Ms. Loud discussed personnel issues with the board, including the need to hire someone temporarily for Fox since Pam Watts-Flavin, the Branch Librarian is now Acting Head of Children's Services. Also, the expense portion of the library budget may be cut.

Fundraising

As Ms. Gandek-Tighe left the board meeting temporarily in order to attend a portion of the Friends of the Library meeting to discuss fundraising issues with that board, Ms. Fennelly reported on the Sunday hours fundraising. The trustees are coordinating with the Friends in this effort. Step one of the library board's fundraising involves individual drives to raise funds for particular wants/needs, such as the very popular Sunday openings. Step two takes a broader, longer-range view and planning. Coordination and cooperation among the Friends of the Library, the Friends of Fox Library, and the board of trustees is desirable.

Preliminary Discussion of FY2010 Administrative and Trustee Objectives

Trustees discussed with Ms. Loud the possibility of including some of the suggestions made by the focus groups, particularly those that could be implemented prior to FY2011. (instead of relatively easily)Young adult programming, lighting, elder programming, e-mailing the newsletter, and expanding the use of technology are some of those mentioned.

Ms. Loud will ask the town if it would be willing to do a building audit on the library to determine what will need doing in the future.

Russell Fund Summer Program Request

Before voting on the request trustees discussed the planning complications that are particular to summer programming. Ms. Kennedy-Pfister moved that $3,400 be appropriated from the Russell Fund for summer programs; Ms. Calvin seconded the motion; the board approved.

The Art Collection policy and Policy Review will be deferred to a future meeting.

Election of Officers

Ms. Kennedy-Pfister moved to suspend the trustee bylaws; Ms. Calvin seconded the motion; the board approved. Ms. Muldoon and Ms. Radochia presented the following slate of officers for FY2010:

Chairman – Katherine Fennelly
Vice Chairman – Kathryn Gandek-Tighe
Trust Fund Liaison – Barbara Muldoon

Ms. Radochia moved acceptance of the slate; Mr. Murphy seconded the motion; the board approved.

Other

Ms. Radochia updated the trustees on the Margaret H. Spengler Memorial Committee,

The trustees reviewed highlights of the Annual Report and approved the revised format.

Ms. Loud will speak with Town Counsel for clarification regarding the role of the Board of Selectmen when the library receives gifts.

Stephen Gilligan, the town Treasurer, is trying to schedule a meeting with the new financial adviser regarding investment management. Any interested trustee may attend. Mr. Murphy will be attending.

Date of Next Meeting

The next meeting will be on August 11, 2009 at 7:15 p.m.

Adjournment

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Joyce H. Radochia

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Library Trustee Minutes 05/12/2009

Robbins Library Board of Trustees
Minutes
May 12, 2009

Call to Order
The meeting was called to order at 7:17 PM. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon and Frank Murphy. Also attending was the Library Director, Maryellen Loud. Joyce Radochia was absent.

Approval of Minutes
April minutes were approved.

Communication
Frank Reynolds of Keshian and Reynolds wrote to offer the donation of a sculpture of Socrates by the firm. The Board accepted the donation and asked Ms. Loud to find a suitable display space.

A Library Materials Evaluation workshop is being held on Friday, June 12th by the MetroWest Libraries Historical Records Council.

The Robbins received a third prize PR award from the MLA annual conference for the electronic newsletter written by Liza Halley which goes out to parents and a first place for the Sundays at Robbins fundraising campaign that was produced by Kathryn Gandek-Tighe.

Community Time
No members of the community were in attendance.

Director's Report
More details were provided at Ms. Kennedy-Pfister's request about the Book Cart Drill Team's performance at the Patriot's Day Parade. Ms. Loud reported on what was learned at the MLA annual conference. Ms. Calvin asked about the increased circulation at the Fox Library and the Robbins. An update was provided on the plans for the Books in Bloom event. Mr. Murphy inquired about the number of new volunteers and if the new volunteer structure being created was helpful. The ability of borrowing books beyond the MLA system was discussed, and its increased use recently. The decrease in reference requests was discussed; it may be a result of understaffing leading to difficulties with record keeping.

Long Range Planning Process
There have been two focus groups – one for seniors and one for parents. Ms. Loud shared the feedback from the groups, which was very detailed and full of useful feedback, both positive and suggestions for possible changes.

The retreat to start formulating the strategic plan is June 11th and 12th. The Trustees will hold their own focus group at 6:30 pm on June 2nd.

Fundraising
Ms. Gandek-Tighe reported on progress made on the Sunday fundraising campaign.

Budget Update
The Town has removed $20K from the Library's personnel budget because of budgetary cutbacks. The Town Manager also froze $15K of the book budget.

Circulating Art Prints
The Board reviewed a report prepared by Vicky Slavin regarding the circulating art print budget. Circulation appeared

to be decreasing, so the current budget will not be completely used this year. However, circulation does seem to be increasing again. Ms. Loud and Ms. Muldoon will meet with Ms. Slavin to discuss the purchase of original art work.

Annual Report for the Public
A draft of the Annual Report Highlights was circulated for comments by the Trustees. The quotation section was greatly liked. Ms. Kennedy-Pfister admired the chart on the previous year's report showing the value provided by the Library. General agreement was to restore the chart in this year's report

Art Collection Policy
The policy will be reviewed next month.

Appointment of Nominating Committee
Kathy Fennelly appointed Joyce Radochia as chair of the committee with the other member being Barbara Muldoon.

Friends Update
Ms Gandek-Tighe reported on the recent Friends meeting, including their financial support of updating the Library's website and LoJack system's for the Library new notebook computers which will be available for loan in the Library.

Other
Ms. Loud asked that the Trustees consider at the next meeting changing the hours at the Fox Library on Wednesdays from 1-9 to 12-8 at the request of the Fox librarian.

The next meeting will be on June 2nd at 6:30 pm.

Adjournment
The meeting adjourned at 9:15 PM.

Robbins Library Board of Trustees
Minutes
April 14, 2009

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:15. Attending were trustees Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were the library director, Maryellen Loud, and the director of the Arlington Chamber of Commerce, Michele Meagher.

Approval of Minutes

The minutes of March 10 were read. Ms. Radochia's absence from that meeting was noted, and the minutes were approved as corrected.

Community Time

No unscheduled members of the community were present.

Michele Meagher, Chamber of Commerce

Ms. Meagher asked permission from the board for the Chamber to use the Community Room for a series of three tutorials designed to train businesses in the use of the Internet. Due to increased participation and the resulting increased cost of workshop materials, mailings, and other incidental expenses the Chamber would like to charge the participants a fee to cover those expenses. In the past the Chamber has used local restaurants for some of its programs but it prefers the comfort and convenience of the library. Ms. Meagher noted that while these programs provide small businesses with an opportunity to market themselves, they also showcase library resources and raise awareness of the materials available in the business section. Trustees asked Ms. Meagher several questions;

after she left, the trustees discussed the request in detail. The consensus of the board was to charge a rental fee of $25/hour for each event, and to ask the Chamber to have library flyers about Sunday openings/fundraising available to seminar attendees.

Communications

Ms. Loud read an invitation to the trustees to attend the annual meeting of the Boys and Girls Club. Ms. Loud will represent the library.

Director's Report

Trustees read the March Director's Report, as Ms. Loud highlighted some of the major issues. Particularly noteworthy is the increasing number of patrons who are experiencing significant stress due to financial difficulties/job loss. Handling a distraught patron with tact with a minimum of disruption to library routine can be a challenge to staff. Ms. Calvin asked how this year compares with last year's usage and Ms. Loud said that usage is up 10%. In the event that the Arlington Advocate does a story on the library, the trustees agreed that statistics should be made available to the reporter.

Ms. Loud spoke about the memo from Juliana Rice, Town Counsel, concerning the legal requirements for the acceptance and use of gifts or donations made to the library. In her memo she cited Massachusetts General Law Chapter 44, Section 53A. The board raised questions about the legal requirements noted and Ms. Loud will follow up on these. Mr. Murphy will seek clarification from the Massachusetts Board of Library Commissioners.

The Community Read for this year is a choice of four books about the "boys from Sudan." The Sudanese Cultural Center will arrange for the programming.

Trust Fund Budget Report

Ms. Muldoon reviewed all the funds with the board, noting what has been spent and what remains to be spent.

Russell Fund Budget Report

Since it is likely that $30,000 will be available for FY 2010, down from approximately $40,000 in the previous year, the budget must be cut. As the value of the fund is down about $300,000 since last year, it would be useful to have a "rolling average" from the last five years in order to plan appropriately. We will ask for this information from the town treasurer.

Ms. Loud said that because there was no author program at Ottoson Middle School this year, there is $1,000 left. She requests that it be carried over in order to sponsor two authors that the school has requested. In order to carry this amount over to next year it may be necessary to ask for permission from the fund donor, Gordon Russell. The trustees agreed to this request.

Fundraising Update

After reviewing the drafts of the Sunday opening fundraising letters, one to last year's donors and the other to new donors, the trustees suggested a few changes. Ms. Gandek-Tighe raised the question of involving children in fundraising for the library through the schools, but the board was opposed to this. Trustees will individually and collectively gather data on potential donors, with the aim of bringing in new names. Ms. Fennelly will research vehicles for making monthly donations to the library.

Long Range Plan Update

Independent facilitators will lead several focus groups, which represent all segments of the community as well as staff and trustees. There will also be a two-day retreat for representatives from the trustees and staff to review the mission statement and draft goals and objectives. By the end of June Ms. Loud expects to have a report from

the consultant. She will write the plan in July and August, and have it ready for the trustees' review and approval in September.

Amnesty Week

The consensus of the board was to approve an amnesty week to be held in May.

Annual Report for the Public

Ms. Loud described a report sent by the Massachusetts Library Association, "A Day in the Life of a Library" which captured the sentiments of people with photographs and quotations. Inspired by this idea, the board agreed that a report combining sentiments (and perhaps photographs) with statistics would make a lively and readable report for general distribution. This report is placed on the seats of town meeting members each year.

Margaret Spengler Memorial Committee Update

Ms. Radochia gave an update on the work of the memorial committee. The committee proposes to change the name of Library Way to Margaret H. Spengler Way and to install a memorial plaque, consisting of text and a bas-relief of Ms. Spengler, mounted on a rock, on the grounds of Robbins Library. No public funds will be sought for this project; at some point the committee will seek donations from private donors. In order for this project to proceed a full proposal will need to be made to the Board of Selectmen and the Robbins Library Board of Trustees.

Art Collection Policy

This policy will be reviewed at the May meeting.

Donation, Bequests, and Gift Policy

Ms. Gandek-Tighe moved that the policy be accepted as amended; Ms. Kennedy-Pfister seconded the motion and the board approved unanimously.

Date of Next Meeting

The next meeting will be on May 12 at 7:15 p.m.

Adjournment

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Joyce H. Radochia

Robbins Library Board of Trustees
Minutes
March 10, 2009

Call to Order

The meeting was called to order at 7:27 PM. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister and Frank Murphy. Also attending was the library director, Maryellen Loud.

Approval of Minutes

Revision to minutes of February 10, 2009. Minutes were approved with revision.

Communication

A thank you note from Marianne Uttam, the former children's librarian, was read.

Community Time

No members of the community were in attendance.

Director's Report

The board reviewed the February Director's Report. Ms. Loud reported on recent problems with theft in the Library and measures being taken by the Library and the police. Mr. Murphy suggested further review of possible measures to be taken.

Ms. Calvin inquired on the status of potential rental of the unused space in the Fox Library. Inquiries have been made, but there are complications due to building codes.

Update on FY2009 and 2010 Budget

Ms. Loud will be meeting with the Town Manager about continued changes to the 2009 budget. Ms. Loud met with the Finance Committee liaisons to discuss the details of the proposed 2010 budget.

Due to budget freezes, staffing has not been adequate to meet the demand at the Reference Desk, Children's Room and Fox; a story time in the Children's Room was cancelled due to illness. Further possible cuts were discussed and the potential availability of state waivers.

Consultant for Long Range Plan

The proposal from NELINET to facilitate focus groups and provide strategic planning services was reviewed. Ms. Calvin made a motion to approve up to $5,500 for the

[illegible] Board of Trustees
Minutes
March 12, 2009

Call to Order

The meeting was called to order at 7:30 PM. [illegible] Katherine Bennett, [illegible] Wright and [illegible]. Also attending was the Library Director, [illegible].

[illegible] Minutes

Reviewed minutes of [illegible] 2009. [illegible]

Correspondence

A thank you note from [illegible]

Communications

No members of the community were in attendance.

Director's Report

The [illegible] Library [illegible] problems with [illegible] and [illegible] being [illegible] [illegible] of [illegible].

[illegible]

Update on FY 09 and 2010 Budget

[illegible] will be meeting with the Town Manager [illegible] the 2009 budget [illegible] the proposed 2010 budget.

Due to budget [illegible] Reference [illegible]

[illegible]

[illegible] Plan

[illegible]

services and planning retreat. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

Additional Signage

After reviewing the new signage, Ms. Loud proposed adding a select few additional signs to eliminate remaining confusion. Mr. Murphy moved that the Trustees allocate $1,885.61 pending identification of the appropriate trust fund. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

Fundraising

Ms. Fennelly and Mr. Murphy shared with the Trustees information they gathered at a Massachusetts Board of Libraries workshop. Ms. Loud, Ms. Fennelly, Ms. Calvin and Mrs. Gandek-Tighe met to discuss moving forward with a strategic plan to accelerate and coordinate fundraising for the Library. The structure and timeline for a committee to create the strategic plan was determined and will be organized in the coming month.

John Gearin, President of the Friends of the Robbins, suggested the Trustees and the Friends combine to have a table in the Lobby during the Sunday of National Library Week to recruit memberships to the Friends and to support Sunday fundraising.

Plans for the Sunday fundraising were discussed and suggestions made.

Trust Fund Policy

Ms. Fennelly discussed conversations she and Mr. Murphy had with potential investment advisors for the town. The discussions steered Ms. Fennelly toward a less rigid Trust Fund Policy for the Trustees of the Library. The 1982 Trust Fund Policy was handed out as a possible model for the Trustees to continue to use.

Art Acquisition Policy

Ms. Fennelly presented a draft of an Art Collection Policy for the Robbins Library. The Trustees will review the draft and respond next month with revisions and suggestions.

Robbins Print and Art Fund

The Trustees discussed the current state of the collection. Ms. Loud will look into an appraisal of the print collection to be paid for by the Robbins Art Fund.

Author Program

Hallie Ephron recently spoke about her new book.

Friends of the Library Update

Upcoming programs run by the Friends of the Robbins were reviewed.

Annual Report for the Public

Ms. Loud requested input on the format of the Annual Report from the Trustees.

Other

Ms. Fennelly reported for Ms. Radochia on the progress of the Peg Spengler Memorial. .

Ms. Loud requested on behalf of Nancy Gentile that ten additional hours be funded from the Robbins Art Fund for the Print Assistant. Mr. Murphy moved an expenditure of $100. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

The date of the next meeting is April 14.

Adjournment

The meeting adjourned at 9:40 PM.

Robbins Library Board of Trustees
Minutes
February 10, 2009

Call to Order

The meeting was called to order at 7:17 PM. Attending were trustees Heather Calvin, Katharine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, and Joyce Radochia. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the January 13, 2009 minutes were approved as read.

Communication

A thank you note from Cindy Diminture, the former assistant director, was read.

Invitations of the annual Legislative breakfast were distributed.

Community Time

No members of the community were in attendance.

Director's Report

The board reviewed the January Director's Report. Ms. Loud also reported on additional capital improvements which will be happening for the Library's facilities. Ms. Fennelly asked about the availability of funds to maintain the lights on the ramps for safety reasons.

Mid-Year Evaluation of Trustee and Administrative Goals

The Administrative goals of the library were reviewed by Ms. Loud. She hopes to continue to expand marketing the library through newspaper and e-mail. Providing adequate staffing of the library will become increasingly difficult with current job freezes. Services for older patrons included a new program in which high school students instructed them on computer and cell phone use. Particular note was made of how the Friends of the Robbins have become increasingly important in providing life long learning opportunities. Plans to preserve items in the Local History Room were moved forward by a successful grant application to survey the items. Options to generate revenue for the Fox Library are being aggressively pursued, including pursuit of rental options by Ms. Loud.

The Goals and Objectives of the Trustees were reviewed by the Trustees. The trustees agreed that it would be useful to increase their advocacy on behalf of the library. The programs put in place to recognize staff and volunteers have been well received and will be maintained. Safety enhancements were also actively pursued in the last year including improved visibility of the crosswalk across Mass. Ave. and the removal of bushes at the corner of Library Way and Mass. Ave. The Trust Fund Policy analysis has been completed and will be removed from the list. The stewardship outreach plan was considered to need more work and become a priority.

Update of BY 2009 and 2010 Budget

The Director covered possible projections for the next fiscal year and potential cuts to this fiscal year. Due to fluctuating estimates of state aid, no firm figures were available.

Fundraising

Ms. Calvin, Ms. Fennelly, Ms. Gandek-Tighe and Ms. Loud will meet to discuss a fundraising plan which will dovetail with the long range plan.

A proposal from a local business to sell photographs of the Robbins as a fundraiser was discussed. Ms. Loud also suggested the possibility of selling the photographs on notecards. The number of photographs that would be sold was questioned, although notecards were considered a viable option. Ms. Loud will pursue this with the Friends of the Robbins to see if they have interest in this project.

Long Range Planning

Ms. Loud presented information from Nelinet, a potential provider of services for the long range planning process. The individual services they offer were considered for which would be most useful to the library. Ms. Loud discussed the potential advantages of a fresh perspective and an outside facilitator to the process, along with her willingness to also execute the process herself. Ms. Gandek-Tighe questioned how this would impact on the time of the library staff given that they are currently understaffed. A consensus was reached to handle as many tasks in house as possible, but to use an outside firm for a small number of items. The Trustees gave preliminary approval for $4-5K pending consultation with the Trust Fund Liaison.

Peliminary Policy Update

Ms. Fennelly reviewed the current status of the Art Collection Policy. Input has been received on revisions, and the new document will be presented at the next meeting.

The Trust Fund policy will be reviewed in preparation for the next meeting.

A list of existing policies will be reviewed by the Director to determine which ones are in need of review. Those policies will be forwarded to the Trustees.

Author Program

Hallie Ephron will be speaking on February 23. A possible new e-mail option for alerting interested patrons about speakers is being explored.

Community Read

Ms. Loud reported that a committee to select the community read had been formed from a variety of sources. Books about the Sudanese boys in America are being considered with offers of cultural programming support from the South Sudanese Community Center in Arlington.

Other

Marianne Uttam will be retiring after fifteen years as head children's librarian. Ms. Gandek-Tighe made a motion for the Trustees to note with the presentation of a plant and Ms. Radochia seconded. The motion was approved.

The date of the next meeting will be March 10.

Adjournment

The meeting adjourned at 9:50 PM.

Robbins Library Board of Trustees
Minutes
January 13, 2009

Call to Order

The meeting was called to order at 7:17. Attending were trustees Heather Calvin, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, Brigid Kennedy-Pfister, and Joyce Radochia. Also attending was the library director, Maryellen Loud. The board welcomed the new trustee, Brigid Kennedy-Pfister.

Approval of Minutes

The minutes of the December 9, 2008 meeting were approved as read.

In appreciation of his many years of service the trustees will give a memento to David Castiglioni, who resigned from the board.

Communications

Geri Tremblay, a board member of the Cyrus Dallin Art Museum, extended a special invitation to the board to an event at the Old Schwamb Mill on January 24, "Tea with the Dallins."

Ms. Loud received a letter from Bob Mirak, chairman of the Alan Hovhaness Commemorative Committee, requesting permission to erect a monument on library grounds "to honor the memory and achievements" of Alan Hovhaness, a former Arlington resident and universally acclaimed composer. Ms. Loud reported that she had discussed the issue with the town manager, Brian Sullivan. In discussing the issue the trustees considered whether any existing library policy covers this type of request. Although there is currently no policy to guide this decision, it would be helpful for the trustees to establish guidelines and policies for such requests, as the existing gift policy does not cover this. The consensus of the board was that the library grounds are not an appropriate location for this monument and we will so advise the Commemorative Committee.

Community Time

No members of the community were in attendance.

Director's Report

The board reviewed the December Director's Report. Ms. Gandek-Tighe commented on the ongoing adult use of the young adult/teen area. Although the new location of the area on the Massachusetts Avenue side of the library has made this section particularly

inviting, adults used the space before the move. Although this is not an issue while school is in session, this area is intended primarily for teenagers.

Ms. Radochia expressed concern, shared by the other trustees, that the resignation of the assistant director, Cindy Diminture, who is assuming a new position as director of the Newburyport Public Library, will have a serious impact on the library operations. Since Ms. Diminture was an unusually versatile and competent librarian, who had wide-ranging responsibilities, it will be difficult to deal with her absence.

FY 2010 Budget Update and Narrative

Ms. Loud met with the Town Manager to discuss the three budget scenarios submitted for FY2010: level funded, 5% reduction and 10% reduction. Some potential outcomes of a 10% budget reduction are closing an evening at 5:00; closing the children's library on Thursday evening, significant reduction in the materials budget, and subsidizing of Fox salaries and expenses with funding from the Thrift Shop. Trustees expressed concern about relying on volunteer efforts to fund a municipal service. If municipal appropriation requirements are not met, the library will not meet state aid standards. In addition to losing state aid, the library risks losing certification as well. However, if libraries across the state face the same financial constraints, this may become a key issue for the Massachusetts Board of Library Commissioners. Mr. Murphy, a commissioner on that board, acknowledged that this is new territory to be explored by the MBLC.

Ms. Loud explained her handling of state aid. Unlike some libraries which use it as it comes in, Ms. Loud keeps the second payment in reserve for the next fiscal year.

Ms. Loud explained to the board that she is willing to be flexible in staffing. In addition to the resignation of Cindy Diminture, she is expecting the retirement of Maryann Uttam, head of the children's department, in February. Because of sick leave buy-back, and unused vacation time, the earliest she could rehire an assistant director would be May. At this point, however, Ms. Loud is exploring many possibilities.

Ms. Calvin asked about the significance of de-certification, and she was told that in addition to the loss of state aid inter-library loan privileges and borrowing privileges from other libraries would be rescinded. Since town meeting members always raise the question before voting on the library budget, it is perceived in the community to be a serious concern.

Upon receiving suggestions from the trustees Ms. Loud will rework parts of the budget narrative, particularly with regard to the future outlook for the library given a budget reduction.

Mid-Year Report of Trust Fund Liaison

Ms. Muldoon gave the board an overview of expenditures from both restricted and unrestricted funds. She will send a copy of the full report to the trustees.

The board approved a motion by Ms. Muldoon (seconded by Mr. Murphy) to take $250 from the Farmer Fund to purchase staff recognition gifts.

Mid-Year Report of Russell Fund Expenditures

Ms. Loud gave a brief report on Russell fund expenditures.

Mid-Year Evaluation of Trustee and Administrative Goals

This agenda item is deferred to the February meeting.

Fundraising

This agenda item is deferred to the February meeting.

Trust Fund Expenditure Policy/Trust Fund Advisory Committee

On January 22 all the trust fund boards will be represented at a meeting to review, discuss, and approve the town-wide trust fund expenditure policy which was developed through the work of the Trust Fund Advisory Committee. Trustees had questions and concerns which the representatives of the library board who attend will raise at this meeting. Mr. Murphy said that he would like the reports which will be provided by the Treasurer's Office to be in sufficient detail so that we may be able to provide reasonable oversight. Ms. Loud had questions about the timing of the reports and the effect of that timing on planning Russell Fund programs.

It is expected that our representatives (Ms. Fennelly, Ms. Muldoon, and Mr. Murphy) will relay the boards questions and comments, but will approve the policy. Ms. Calvin made a motion (seconded by Ms. Gandek-Tighe) to send our representatives to the meeting with the authority to vote and approve the policy.

Author Program

The board agreed to use Dick Haley to engage Hallie Ephron, author of Never Tell a Lie for a program on a weeknight in February. He will write the press releases. We will no longer send out flyers advertising author programs, as these seem to get little or no response.

2008 Annual Report

The report as written by Ms. Loud was approved with revisions from the Board.

Recorder of Trustee Minutes

For now, Ms. Gandek-Tighe and Ms. Radochia will alternate months.

Other

Mr. Murphy recommended that trustees consider attending a trustee workshop on March 7.

The status of the 501 c 3 was discussed.

The date of the next meeting will be February 10.

Adjournment

The meeting adjourned at 10:48 p.m.

Respectfully submitted,

Joyce H. Radochia

Robbins Library Board of Trustees
November 17, 2008

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Heather Calvin.

Communications

1. Assistant Director Cynthia Diminture announced that she will be resigning her position to become the Director of the Newburyport Public Library, effective January 2009. 2. Ms. Loud announced receipt of an unrestricted bequest in the amount of $141,000 from the estate of Frederick Thompson. Mr. Thompson's mother, Maude, was a library trustee. 3. Town Counsel Juliana Rice sent a memo in response to a request for clarification regarding permissible uses for the Robbins Print and Robbins Art funds. Ms. Fennelly suggested that the trustees thoroughly review the memo and then revisit the issue at a future meeting. The possibility was raised of asking an art expert to review the memo.

Approval of Minutes

The minutes of the October 14th meeting were approved as written on a motion by Ms. Radochia; seconded by Mr. Murphy. Passed unanimously.

Meeting with Town Treasurer

This was postponed.

Director's Report

The trustees reviewed the written report of the director for October 2008. Ms. Loud was asked to clarify problems with the humidifier in the Local History room.

Gala Update

Unfortunately, the library gala had to be cancelled due to low ticket sales. The Board still has to cover some expenses. Letters were sent to all of the ticket holders. Possibly, such an event will be held at a future date.

Update on the FY09 Budget

Ms. Loud told the trustees that ten hours of the vacant fourteen-hour adult services position have been frozen. Four hours may be filled to insure Thursday evening reference desk coverage. All non-essential spending has been frozen.

Fundraising

Discussion took place about future fundraising efforts. Concern was expressed about the annual solicitation following so closely the Sunday solicitation and the fundraising gala invitation. Questions were also raised about the status of the library foundation. The consensus of the Board was to file the necessary documents regarding the foundation for another year and then determine how to proceed. Ms. Loud believes that the foundation, the Friends of the Library, trust funds and other fundraising efforts should all be included in the next edition of the long-range plan for library services. A sub-committee of the Board will work on these issues. Mr. Murphy will consult the MA Board of Library commissioners for advice. The annual fundraising solicitation will be mailed at the end of November.

Update on the FY10 Budget Request/Warrant Article

Ms. Loud has been asked to prepare a budget with a 10% reduction. She had already been asked to prepare a 5% reduced budget. A warrant article will be prepared asking Town Meeting to create a revolving fund for the library for money collected from the public copiers/PC printer. The revenues will be used to offset costs for consumables (paper and toner).

Signage

The proposal for the signage project came in over budget due to the inclusion of projecting stack signs for the non-fiction collections. Ms. Loud asked Sunshine Signs to remove this item from the quote. An alternative to these will be explored. The revised proposal of $26,000 is within the amount of money previously approved for this project, $35,000. Ms. Loud will work with the sign company to finalize the figures and schedule production and installation.

Author Program

Novelist Jennifer Haigh will speak at the library on Monday, December 1st, by arrangement with Haley Booksellers. Her newest book is “The Condition”. The program will take place in the Community Room and books will be available for signing and purchase.

Long-Range Planning Process

An update to the library's long-range plan for FY10 will be submitted to the MA Board of Library Commissioners by December 1st. In January, the process will begin to create a new plan for FY2011-2013. A facilitator may be hired to guide the process. The document would be written during the summer, approved by the Board in September and then submitted by October.

Outline of Annual Report

Ms. Loud distributed a template for the library's report to be included in the town's annual report. The Board affirmed the layout.

Other

Ms. Radochia updated the Board regarding the work of the Margaret Spengler Memorial Recognition committee. A meeting was held recently. Ms. Radochia is serving as the liaison from the Board and as the committee's recording secretary. Some suggestions for recognition were discussed, including a boulder with a name plaque or a name change from Library Way to Margaret Spengler Way. The committee chair, Donald Marquis, will consult with the Town Manager about these possibilities. When ideas are firmed up, the committee will consult with the Board of Selectmen. Ms. Radochia will continue to update the Board on the status of this project.

Adjournment

The meeting was adjourned at 8:45 PM on a motion by Mr. Murphy. The trustees enjoyed refreshments in honor of Ms. Deal who participated in her final meeting after declining reappointment as a trustee. The members of the board thanked her for her many years of dedicated service. The next meeting will take place on December 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
October 14, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Kathryn Gandek-Tighe was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. Town Treasurer Stephen Gilligan attended as a guest of the Board.

Approval of Minutes

The minutes of the September 9th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A note was received from Geri Tremblay requesting a loan of the library's Vittoria Dallin portrait to be used in an upcoming exhibit at the Dallin Museum entitled "The Dallins in Arlington Heights". Ms. Radochia made a motion; seconded by Ms. Deal, to allow the loan, with dates to be defined. Passed unanimously.

Visit from Stephen Gilligan, Town Treasurer

Mr. Gilligan attended the meeting for a discussion about town and library trust funds. He distributed detail sheets of each fund's performance for June, July and August. He also talked about the RFP (or possibly RFI) that the town will be issuing. The town will be seeking: 1.An investment advisor (consultant) 2.An investment manager 3.A custodian of funds. Respondents may apply for one or more of the positions. Three finalists for each will be asked to give a presentation. Mr. Gilligan would like representatives from all three of the town's trust commissions (including the Board of Library Trustees) to review the responses. Mr. Murphy asked what is happening with asset allocation, in light of the current vacancy in the custodian's position. Mr. Gilligan responded that the previous custodian, State Street Global Advisors, already put asset allocations in place. Mr. Gilligan would like to visit the November meeting for a further discussion of trust funds.

Director's Report

Ms. Loud gave a verbal report for the month of September. Among items worked on by staff and administration: Capital budget requests were submitted, the ICMA

project was completed on deadline, new photocopiers and vend printing were installed, Sunday scheduling was completed and many potential Sunday moonlighters were interviewed (Reference Librarians and Library Assistants), Emily Canniff was hired as the new YA librarian, the signage project progressed, a Sunday donor reception was planned and carried out, the fall newsletter was created and distributed and Ms. Loud and Ms. Fennelly met with Heather Calvin about fundraising and development activities.

FY2010 Budget

Ms. Loud distributed the proposed expense budget for FY2010 that she submitted to the Town Manager. No new services were included. The possibility of budget reductions was discussed.

Request for Funding from Robbins Art Fund

Nancy Gentile submitted a request for funds for work on the Robbins Print Collection. Ms. Muldoon made a motion; seconded by Mr. Murphy, to approve funding in the amount of $1,521.25. Passed unanimously.

Request for Tri-Commission Meeting and Review of Trust Fund Expenditure Policy

The Board discussed the final draft of the proposed policy statement. This policy would apply to three commissions: The Board of Trust Fund Commissioners, The Board of Cemetery Commissioners and the Board of Library Trustees. After trustees have had a chance to review this, a vote on the policy will be taken at the next meeting. Representatives of all groups will attend a combined meeting in October.

Fundraising

Ms. Gandek-Tighe had sent a draft of a letter for this year's annual fundraising appeal. In her absence, Board members reviewed the draft and suggested some changes. The final version of the letter will be mailed in November.

November Fundraising Gala

Ms. Fennelly passed out a possible guest list for the trustees to review and revise. Invitations will be mailed within the week.

Signage

Ms. Loud showed the Board the most recent signage design package. Sunshine Signs is working on final estimates. Mr. Murphy made a motion; seconded by Ms. Radochia, to allocate a sum not to exceed $35,000 for the sign fabrication. Passed unanimously.

Author Program

Linda Barnes never confirmed a date for November, so that program will not take place. Ms. Deal suggested trying to schedule Hank Phillippi Ryan for an upcoming program. Ms. Loud will contact Haley Booksellers about this possibility.

Friends Update

Ms. Diminture updated the Board on the activities of the Friends of the Library. The Town Day book sale was successful, with net proceeds of $7,500. There will be a Children's/Teen book sale in March. Upcoming programs are: Genealogy: Researching Your Family Tree – Tuesday, November 18th – Speaker is Walter Hickey of the National Archives; Tuesday, December 2nd – Wine Tasting Event at Menotomy Beer and Wine. The Friends are hoping to have a volunteer recognition event in February and a benefit concert by Liz Buchanan, perhaps in May. Liza Halley will work with the Friends on the concert coordination. There has been discussion of junior Friends' memberships.

Other

John Gearin will meet with Ms. Fennelly, Ms. Gandek-Tighe and Heather Calvin about the possibility of Friends'/Trustees' joint fundraising projects. Ms. Radochia will be attending the first meeting of the Spengler Memorial Committee as the representative from the Board of Trustees. Participants were asked to bring memorial ideas to the meeting. Ms. Fennelly advised the Board to consider questions to include on a Vision2020 questionnaire as well as possible warrant articles for town meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will be held on Monday, November 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
September 9, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 12th meeting were approved as written on a motion by Ms. Gandek-Tighe; seconded by Ms. Muldoon.

Communications

1.Stephen Gilligan, Town Treasurer, sent an email reply with answers to questions posed to him earlier by Ms. Fennelly regarding investments and quarterly trust fund reports for the Board of Trustees. He will attend the Board's October meeting. Mr. Murphy asked Ms. Muldoon if it would be possible to obtain a copy of the annual summary report of the town trust fund performances. Ms. Muldoon receives a monthly report. 3. Ms. Loud discussed with David Castiglioni the possibility his continuation as a Board member. Mr. Castiglioni feels that he has not recovered sufficiently to return to meeting attendance in the near future. Since he has already missed ten meetings, he is agreeable to having the Town Manager seek a replacement trustee.

Director's Report

The Board reviewed the written report of the director for the month of August. Questions were asked about Sunday scheduling, donors and problems with the voice mail system.

Approval of Trustee Goals/Timeline

Ms. Loud distributed the list which included "financial" goals revised by Ms. Gandek-Tighe : 4F- Conduct an annual appeal to raise unrestricted funds for the Robbins Library; 4G – With the Friends of the Robbins Library, execute a fundraising campaign to meet a specific library need such as Sunday openings; 4H –Develop a stewardship outreach plan to keep donors informed of library acquisitions and achievements. Ms. Deal made a motion; seconded by Mr. Murphy, to approve the revised goals. Passed unanimously. Ms. Loud suggested assigning target dates to some of the activities. The annual appeal will go out in November. A Sunday fundraising campaign will take place in late spring. Ms. Fennelly and Ms. Gandek-Tighe will plan another trip to the Lexington Library to investigate their stewardship plan. Ms. Muldoon suggested moving item 4H up in the list following 4A and then moving other items down.

Schedule of Holiday Closings

Ms. Loud distributed a list of closings enacted by town by-laws, union contracts and trustee vote. Ms. Deal made a motion; seconded by Ms. Radochia to approve the schedule as delineated. Approved unanimously.

Preliminary Discussion of FY10 Budget Requests

Ms. Loud has not yet had direction from the Manager's office regarding the budget preparation. She will request to make the Technology Librarian and YA Librarian positions full-time. Funding for a half-time Public Relations Librarian will also be sought. The Board re-affirmed its commitment to request municipal funding for Sunday operating hours. Ms. Loud recently submitted written testimony in support of the Massachusetts Board of Library Commissioners' budget request to the state.

Draft Art and Investment Policies

Town Counsel, Juliana Rice, has been asked to formulate parameters for Robbins Print and Art Fund spending. She had previously asked for a list of potential expenditures and Ms. Loud supplied one that includes purchase of art books and other types of artwork not related to prints as well as conducting art programs for the public. Ms. Rice has yet to review and rule on this. Ms. Muldoon suggested calling this an art "collection" policy rather than an acquisitions policy. Ms. Murphy suggested detailing what is already in the art collection, for purposes of proper stewardship. Ms. Loud reminded the Board that an updated appraisal needs to be obtained and an inventory would be conducted as part of this process. After some discussion, Board members decided to individually review and provide comments on the draft policy. There was a brief discussion of the draft investment goals and policies document. Ms. Deal would like Stephen Gilligan, Town Treasurer, to address the issue of collateralized investments during his October Board meeting visit. Item 9 discusses policy similar to that currently under discussion by the town's trust fund study committee. If that policy is finalized, town boards will be asked to adopt it. Mr. Murphy commented on the objectives of the trust fund investments. Ms. Muldoon suggested moving financial Goal 4E to this policy.

Community Read

Ms. Loud talked about upcoming activities related to the community read of "Digging to America" by Anne Tyler. These include book discussions, a panel on adoption, a program on the immigrant experience and a cultural festival. Ms. Muldoon suggested producing a laminated bookmark listing the events. Ms. Loud encouraged the Board to conduct a book discussion at their November meeting. Ms. Fennelly asked about tracking circulation figures for community read books and was assured that this can be done. She mentioned that the Book Rack should be apprised of the book selection.

Author Program

Dick Haley contacted Linda Barnes who is willing to be the featured speaker at a November program. Monday, November 17th or Thursday, November 20th are the Board's preferred dates. Ms. Muldoon noted that Alegra Goodman now has a Monday column in the Boston Globe. She hopes that the Board can arrange for her to speak at a future program.

Sunday Donor Reception

A dessert reception honoring donors will take place on the first open Sunday, October 5th, prior to the 2PM opening. Ms. Loud will coordinate with Ms. Gandek-Tighe regarding the donor posters.

November Gala

The trustees' fundraising gala will take place on Friday, November 14th, 6:30-8:30 PM. Ms. Deal suggested that a trio of historic interpreters portraying the Robbins sisters be asked to attend and greet the guests. Ms. Loud will contact Patsy Kraemer to arrange this. Ms. Gandek-Tighe suggested further playing up the historic theme of the evening with Victorian entertainment. She will investigate possible performers. A program for the evening will be designed.

Request for Funding of Paperback Rack

This request was postponed.

Margaret Spengler Memorial Committee

Donald Marquis has agreed to chair this committee. Ms. Radochia will continue as the trustee representative to the committee.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on October 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees of the Robbins Library
August 12, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni and Patricia Deal were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 10th meeting were approved as written on motion by Ms. Radochia; seconded by Mr. Murphy.

Communications

1. A note was received by Rieko Tanaka on behalf of a delegation of students from Nagaokayo, Japan thanking the library for hospitality during a recent visit. 2. Report of the Elbridge Farmer Trust Fund was received, as of June 30, 2008. 3. Ms. Fennelly distributed her email response to Geraldine Tremblay regarding ongoing discussions about the possible purchase of a Dallin painting. 4. Ms. Loud announced that Mr. Murphy has been elected to the position of Secretary of the Massachusetts Board of Library Commissioners and as a member of their Executive Board.

Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations

Ms. Muldoon distributed spreadsheets detailing budget requests from staff, a list of future projects for which trust fund monies might be required and trust funds availability. A portion of the Kathleen Case fund could be used to fund some capital projects such as signage, improved lighting, upholstery and paperback racks. Investment market downturns have resulted in an 8-10 % loss in market value for the funds. Ms. Muldoon made a motion; seconded by Ms. Radochia, to approve an FY09 trust fund budget of $30, 324. Passed unanimously.

Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations

Ms. Loud passed out the final version of the Russell Fund Report for FY08 prepared by coordinator Liza Halley. The Board was very complimentary about the

report. A copy will be sent to Mr. Russell. In the FY09 Russell Fund budget, a pay raise for the coordinator was included and the materials budget was reduced slightly as an offset. Mr. Murphy made a proposal; seconded by Ms. Gandek-Tighe, to approve the proposed FY09 Russell Fund budget of $40,000. Passed unanimously.

Director's Report

The Board reviewed the written reports of the director for the months of May, June and July. Ms. Loud explained that the July report is incomplete as it is awaiting reports from the Circulation and Adult Services departments. Trustees asked about signage, pests and flooding (due to the tree falling on the roof) at the Fox Branch, voice mail problems, the MLN telecomm cutover and recent staff turnover. Ms. Loud explained how all of the vacancies will be filled. Ms. Loud apprised the Board of a project that the library will be participating in through the International City Managers' Association (ICMA). The project collects and records many types of statistics that can be used to measure the library against other participants and against itself from year to year with a goal of continuous improvement. Forms are due in October.

Town Day Booth

Trustees again agreed to staff a booth on Massachusetts Avenue on Town Day. Ms. Fennelly will work 9-11, Ms. Radochia 11-1 and Kathryn Gandek-Tighe 1-3. Ms. Muldoon may also be able to work. Ms. Loud will also be staffing the Rotary club booth that will be located next to the library one. A free raffle will be held for a gift certificate to the Book Rack.

Fundraising

Ms. Loud reported that the Sunday solicitation was very successful and that Sunday openings would begin in October. Ms. Gandek-Tighe talked about possible ways to thank donors and keep a relationship with them. A recommendation was made to formally end this year's campaign on October 1st and then begin raising funds for next year. Any additional money raised this year (beyond what is needed to fund Sundays October-May) will be applied to next year's openings. Ms. Gandek-Tighe and Amy McElroy have been working on grant applications for funding from local banks. Ms. Fennelly will begin a similar process with realtors. Further discussion took place about the planed wine and cheese event on November 14th and a possible event to honor the Sunday donors. Ms. Loud suggested a dessert buffet prior to opening on the first Sunday in October. The consensus of the Board was to move forward with such an event. A list of all Sunday donors would be made available then. Invitees for the November 14th event are still to be determined.

Approval of FY09 Trustee Goals

The financial goals will be revised for review at the September meeting.

Author Programs

A possible appearance by Robert Parker did not come to fruition. Linda Barnes, who has a new book, is another possible speaker. Ms. Loud will try to set this up for early in November.

Community Read

The Board of Selectmen approved the hanging of the Community Read banners. The Selectmen and the School Committee will participate in a book discussion and we will hold additional discussions at the library. An adoption panel program will be held and there will be an international festival at the Town Hall on Saturday, October 25th. Barbara Fulchino has started a Community Read blog.

Friends of the Library Update

Ms. Diminture reported on the activities of the Friends of the Library. Plans are underway for the Town Day book sale on September 20th. Donations for the sale will be accepted beginning September 2nd. The Friends' program sub-committee has planned a schedule of programs for the upcoming year. On November 8th, they will co-sponsor the program "Immigrant Songs" with the Russell Fund, in coordination with the Community Read. On Tuesday, November 18th, they will host Walter Hickey of the National Archives who will present a genealogy program. Two new museum pass memberships have been purchased by the Friends: The New England Aquarium and the Garden in the Woods (Framingham). The Friends' Board approved $52,000 in allocations in response to staff requests for funding.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will be held on September 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

DRAFT

Robbins Library Board of Trustees
June 10, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were library trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Frank Murphy and Joyce Radochia. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 13th meeting were approved as written on a motion by Mr. Murphy; seconded by Ms. Gandek-Tighe.

Communications

1. Ms. Loud received a letter from author Jeffrey Carver inquiring about the possibility of the library hosting an author discussion/reading with local science fiction authors. The Board will take this under consideration. 2. Ms. Loud and the Board had a series of email correspondences with Mark Spengler regarding the establishment of a committee to honor the civic work of his mother, Margaret Spengler.

Director's Report

Ms. Loud gave a verbal report highlighting progress on the circulation desk project, the resignation of adult services librarian Amanda Mathiesen, the successful Chamber of Commerce breakfast program held recently at the library, planning for the local author program and the book cart drill team competition at the MA Library Association conference. The waterproofing project continues. A Verizon outage caused two days of computer downtime. Ms. Loud is closely monitoring financial expenditures for the close of the fiscal year.

Local Author Program

The program will be held on Tuesday, June 17th featuring authors Carol Band, Adam Pachter and David Valdes Greenwood.

Signage Project

Ms. Loud distributed copies of the preliminary interior sign design concepts from Sunshine Signs. She told the Board that fabrication costs would be in the $30,000-35,000 range. The costs could span two fiscal years, 2008 and 2009. Ms. Loud reviewed potential trust fund sources for the project including Case, Farmer, FY08 allocations not spent and a reduction in FY09 allocations in various categories. Mr. Murphy asked about charges for future signs or additional signs/letters. Ms. Loud will find out about this. The trustees were pleased with the sign designs.

Circulation Desk Dedication

The new circulation desk will be dedicated on Thursday, June 19th at 5:30 PM, honoring Charles Poulos whose gift made the new desk possible. Ms. Fennelly will make remarks on behalf of the Board of Trustees. Other speakers will be Ms Loud, Town Manager Brian Sullivan and a representative from the Board of Selectmen. A simple program will be prepared.

Update on Security for Community Room

Ms. Loud reviewed three options from the architect and the building inspector regarding ways to close off the Community Room when not in use by library programs or community groups. At the August meeting, the Board will examine the area to better visualize and consider the options.

Fundraising

Ms. Gandek-Tighe distributed a draft of the fundraising letter soliciting donations for Sunday openings that will be sent to the Friends' membership and others. An anonymous donor has agreed to match all donations up to $18,000. Ms. Gandek-Tighe is also in the process of applying to bank foundations for grant monies. Ms. Fennelly talked about ways to solicit real estate agencies and/or agents for donations. She also encouraged follow-up phone calls on the part of Board members to friends and acquaintances who had received fundraising letters. Judi Paradis will be hosting a fundraising potluck dinner on June 22nd and it is hoped that other individuals/groups will follow her example. The Arlington Advocate will send a reporter. Ms. Loud discussed the possibility that the marble top from the old circulation desk could be sold as a fundraiser. Discussion will continue on the best way to do this.

Dallin Committee Request

Previously, the Dallin Committee had approached the Board to consider purchasing a painting by Cyrus Dallin. Ms. Loud, Ms. Fennelly and Ms. Muldoon met with Juliana Rice, town counsel, regarding alteration of the trust fund policies to accommodate the acquisition of art works. A general discussion took place about the possibility of more aggressive acquisition of works using Robbins print and art funds and the potential to hire a curator to manage the collections. A draft Art Acquisition Policy was distributed.

Meeting Room Policy Revision

Ms. Loud passed out a draft of the revised meeting room policy. The amended policy takes into consideration the use of the meeting rooms by profit-making organizations. Ms. Radochia made a motion; seconded by Ms. Gandek-Tighe, to adopt the revised policy. Passed unanimously.

Russell Fund Summer Programming Request

Liza Halley submitted a request for $4,680 for July and August Russell Fund programs. Mr. Murphy made a motion; seconded by Ms. Gandek-Tighe, to approve the allocation request. Passed unanimously. A transfer of $262.50 will be made to the line item for the June coordinator's salary from another line item, to balance accounts.

Preliminary Discussion of FY09 Administrative and Trustee Goals

Ms. Loud distributed these for review. Administrative goals were submitted as part of the FY10 budget request. Trustees will update goals at a future meeting.

Friends of the Library Update

Ms. Diminture updated the Board on the activities of the Friends. The April annual meeting had good attendance and an outstanding performance by harpist Deborah Henson-Conant. The Antiques Appraisal evening in May was enjoyable. The program subcommittee of the Friends' Board will meet in June to schedule a calendar of programs for the upcoming year. The Friends are in need of a responsible volunteer to temporarily manage the ongoing book sale. The annual sale will take place on Town Day, September 20th. Membership renewal notices were mailed to 401 people, with 187 responding. A follow-up mailing will be done.

Election of Officers

The nominating committee consisting of Ms. Radochia and Mr. Murphy presented the following slate of officers for FY09:

Chair – Katharine Fennelly
Vice-Chair – Patricia Deal
Trust Fund Liaison – Barbara Muldoon
Russell Fund Liaison – David Castiglioni

The nomination of the slate was seconded by Ms. Gandek-Tighe, with a unanimous vote to elect.

Other

Ms. Loud apprised the Board that the next in a series of financial summits for the town will take place on June 26th, involving financial officials for the town.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on August 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

ROBBINS LIBRARY BOARD OF TRUSTEES
MAY 13, 2008

Call To Order

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Patricia Deal. David Castiglioni and Joyce Radochia were absent. Also attending were Library Director Maryellen Loud.

Approval of Minutes

The minutes of the April 8th meeting were approved on a motion by Ms. Gandek-Tighe; seconded by Mrs. Muldoon.

Communications

None

Community Time

None

Director's Report

Ms. Loud gave a verbal report with highlights. Jennifer DeRemer is working with the high school to create a tutoring program for senior citizens. Amanda Mathiesen's Literary Open House starts next week with ESL people. She is getting accolades for the program. Vicki Slavin played a prominent role in the Bollywood DVD article in the Boston Globe. The Robbins Library drill team was a popular addition to the Arlington Patriot's Day Parade and won an honorable mention at the MLA conference. The Chamber of Commerce new members breakfast in the Reading Room went well and generated interest in rentals. Preparations are underway for the new desk and signage. The Children's Department is working with the elementary schools on the Summer Reading Program. The Community read will be *Digging to America* by Anne Tyler. The circulation desk dedication is being planned.

Signage Update

The vendor has been picked, Sunshine Sign Company. Ms. Loud reviewed the estimates on the cost of the signs. A more detailed proposal will be presented at a future meeting.

Author Programs

This spring will focus on local authors on June 17.

Meeting Room Request

A group would like to charge for better food choices. The Trustees decided that charges for food were up to the group.

Fundraising

Fundraising to reopen the Library on Sundays was discussed, in particular the solicitation letters and possible other vehicles such as grants.

Friends Update

The Friends will be assisting with the fundraising for Sunday hours.

Dallin Paintings

Further discussions about potential purchase of a Dallin painting was delayed until all the Trustees were present.

Appointment of Nominating Committee

Joyce Radochia and Frank Murphy were appointed to the Nominating Committee.

Other Business

Warrant #30 on the naming of an award for Margaret Spengler was tabled at Town Meeting.

Adjournment

The meeting was adjourned at 9:00 PM. The next meeting will be held on June 10th at 7:15 pm.

Minutes submitted by Kathryn Gandek-Tighe

Robbins Library Board of Trustees
April 8, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were director Maryellen Loud, assistant director Cynthia Diminture and guests Gerri Tremblay of the Dallin Museum and Town Treasurer Stephen Gilligan.

Approval of Minutes

The minutes of the March 11th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Gerri Tremblay (Dallin Museum)

Gerri Tremblay, a member of the Board of Directors for the Dallin Museum, came to discuss a project collaboration. In addition to his sculpting, Cyrus Dallin also painted more than forty paintings. The town owns some and has others on permanent loan. Ms. Tremblay proposes that the Robbins Library Board of Trustees use art and/or print trust funds to purchase a painting for the museum. Of particular interest is “Invocation to the Rising Sun”, a 1912 oil whose whereabouts is currently unknown. Another possibility is “Indian and the Wasatch Mountains”, an 1892 oil. The trustees took the matter under advisement and will discuss in more depth at a future meeting. October will mark the 10th anniversary of the founding of the Dallin Museum.

Director’s Report

The Board reviewed the written report of the director. Questions were asked about the new self-check station and the book cart drill team.

Meeting with Town Treasurer

Mr. Gilligan visited to discuss the status of trust fund investments. He brought copies of all library-related trust fund documents and summaries and these were received into record by Ms. Fennelly. Mr. Gilligan will soon issue an RFP for : 1. A consultant 2. A portfolio/investment manager 3. A custodian of funds. He expressed concern about the work of the town’s current investment company, State Street Global Advisors. Mr. Gilligan also responded to several concerns raised by Mr. Murphy. Ms. Fennelly asked how the Board could best work with the Treasurer. Mr. Gilligan would like them to

review the draft of the RFP for corrections or additions. Ms. Muldoon asked about the possibility of regular meetings with the Treasurer regarding the library trust funds. Mr. Gilligan believes that quarterly meetings would be ideal.

Trust Fund Budget Report

Ms. Muldoon gave a report of trust fund spending to date. Of the unrestricted funds, approximately 40 % has been spent. Monies remain in the line items for young adult and children's services, Fox Branch, community read and conferences and workshops. Of the restricted funds, 62% is still available. Approximately 25% of the fundraising money has been expended. Line items remaining include community read, children's CD-ROMs and adult materials. Of the Robbins Print and Art funds, 27% of the allocation has been spent.

Russell Fund Budget Report

On behalf of Mr. Castiglioni, Ms. Loud gave the report reviewing Russell Fund spending to date. Spending is on track for this point in the fiscal year, with $30,499 (76%) expended of the $40,000 allocation.

Policy for Determining FY2009 Trust/Russell Fund Allocations

Mr. Loud asked the Assistant Treasurer for a Russell Fund allocation for FY09, but she has yet to receive his determination. The consensus of the Board is to spend no more than $40,000 in order to offset the losses experienced by the invested funds this year. Ms. Muldoon reported that there was a recent meeting of the town's Trust Fund Study Committee. Some testing is being done in anticipation of another meeting in June.

Russell Fund Programming

Liza Halley has asked to use Russell Funds for some parenting and author programs. The consensus was to approve this, with a caveat not to duplicate programs conducted by the school PTOs.

Annual Report for the Public

Ms. Loud distributed a draft of the report along with background information and statistics used in its preparation. Some changes were suggested and will be incorporated into the final version.

Fundraising for Sundays

The Board has begun a solicitation of businesses to try to raise funds for Sunday operating hours. There has been a poor response to date. Ms. Gandek-Tighe brought up the possibility of follow-up phone calls.

Author Program

Robert Parker has declined to speak at the spring author program. Ms. Fennelly suggested asking Jack Trout, who has written a series of marketing books. She will follow up.

Signage, Upholstery

Ms. Loud reminded the Board that they had approved funding for re-upholstery of children's room/young adult chairs. Ms. Loud paid in advance for the fabric and will request reimbursement from State Aid funds. The labor estimate is $2,498. Ms. Deal made a motion; seconded by Mr. Murphy, to allocate up to $2,500 from the furniture/fundraising trust fund account for the work. Passed unanimously. Ms. Loud updated the Board on the signage project. She has had proposals from a designer and a design/build firm and is evaluating each. Ms. Muldoon requested that Ms. Loud submit a request for furniture and building needs in August for FY09.

Other

Stationery –An invoice has been received for the new shipment of stationery. Ms. Muldoon made a motion to allocate $815 from the Farmer Fund to pay this; seconded by Ms. Deal. Passed unanimously.

Trustee symposium – Mr. Murphy reported that at the recent trustee symposium, a summit conference on library security (policies and equipment) was projected to take place in September.

Chamber of Commerce breakfast – Ms. Loud reminded the Board about the Chamber of Commerce Breakfast to take place on April 17th in the library Reading Room, promoting the room as a rental space.

Meeting room rental – The issue of allowing "for-profit" groups to use the library's meeting rooms for a fee was re-visited. Ms. Loud distributed a spreadsheet showing rental fees in effect for meeting rooms in Arlington and nearby cities/towns. Mr. Murphy made a motion; seconded by Ms. Gandek-Tighe, to amend the meeting room

policy to allow usage by “for-profit” groups at a fee of $50/hour for the Community Room and $25/hour for the Conference Room, with a two-hour minimum. Private usage of the rooms would still be prohibited. Passed unanimously.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Muldoon. The next meeting will take place on May 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
March 11, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons John Deyst and Mary Margaret Franclemont.

Finance Committee Liaisons

Mr. Deyst and Ms. Franclemont addressed the Board regarding the status of the library's FY09 budget submission. The budget, as recommended by the Town Manager, was passed by the Finance Committee unanimously, without deliberation. The committee wanted an assurance that the budget would be adequate to allow the library to meet State Aid eligibility requirements.

Approval of Minutes

The minutes of the February 12th meeting were approved as written on a motion by Ms. Muldoon.

Communications

Ms. Muldoon received a bill from the law firm of Lockhart and Kirkpatrick for services regarding trust fund investment management. She will consult the town treasurer and other commissioners about reapportioning the invoice in a more equitable manner, since the library's investments are only about 14% of the town's total. Ms. Loud told the trustees that based on prior discussions with Michele Meagher about ways to market the Reading Room rental space, the Chamber of Commerce will hold its New Member Breakfast there on Thursday, April 24th. The room setup will be as if for a cocktail party rental.

Director's Report

The trustees reviewed the written report of the director for February 2008. Ms. Loud explained to the Board about the upcoming closure of the PTO thrift shop at the Fox Branch Library. Alternatives are being explored. Ms. Loud distributed a plan for the new circulation desk and a sample of the granite that will be used for the top.

Friends of the Library Update

Ms. Diminture reported on the status of the Friends' activities. Two free programs were held recently. "Digging Up Your Roots", a genealogy program, was very well received and thirty people attended a program about selecting good books for children with speaker Martha Parravano, an editor at Horn Book Magazine. The children's/teen book sale will take place on Saturday, March 15th, 9AM-2PM. Members of the Teen Advisory Group will help out and Liza Halley will provide crafts for young children while their parents shop. April is Membership Month. Renewal forms will be mailed and the annual meeting will take place in the Community Room on Tuesday, Aril 15th. After the business meeting, entertainment will be provided by harpist Deborah Henson-Conant. Antiques Appraisal Night with Stuart Whitehurst of Skinner, Inc. will be held at the Town Hall on Thursday, May 15th.

Fundraising

Ms. Gandek-Tighe distributed a draft of a fundraising letter aimed at raising money for Sunday operating hours. The letter will be revised with some trustee suggestions. It will be sent to the business community initially and perhaps later to individual donors. Ms. Fennelly suggested a checkbox on the form to provide for the possibility of a 2-3 year pledge of donations. Trustees brainstormed ways to publicize the success of the fundraising effort. Ms. Loud and Ms. Fennelly visited the Cary Library in Lexington to learn more about their foundation, endowment fund and fundraising approaches. Ms. Fennelly met with Patsy Kraemer to explore the possibility of a fundraising gala (wine and cheese reception). Proposed dates are Friday, September 19th or Sunday, September 21st (before or after Town Day). A subcommittee will be appointed to work out the details. Ms. Radochia and Ms. Gandek-Tighe agreed to serve.

Legislative Breakfast

This year's breakfast will take place on Friday, March 14th at the Belmont Public Library. Representatives Jay Kaufman and Will Brownsberger and Senator Jim Marzilli have agreed to attend. An invitation has also been extended to Sean Garballey. Library Legislative Day will be held on Wednesday, April 2nd at the State House. Ms. Loud encouraged everyone to sign up for town announcements via a link on the town's web site and to make use of CapWiz to advocate for library services with legislators.

Financial Summit

A review of the financial summits will be held on Thursday, March 13th with attendance by Selectmen, School Committee, Finance Committee and Capital

Planning Committee. Ms. Loud will do a short presentation on the viability of the proposals raised at the two previous summit meetings.

Author Program

Robert Parker and Sue Miller are under consideration as speakers for the next author program. Dick Hailey has contacted a representative for Robert Parker and is awaiting a reply. A decision on a speaker will be made soon.

Annual Report Flyer

Ms. Loud distributed a copy of last year's report. The consensus of the Board was to follow the same format this year.

Margaret Spengler Warrant Article

By mutual agreement, the Selectmen will recommend no action on a warrant article submitted by the Board of Trustees. Instead, both boards will pursue naming an award for Margaret Spengler though the town's Memorial Committee. A recommendation will be returned to the Board of Selectmen.

Signage

Ms. Loud told the Board about the ongoing exploration of an upgrade to the interior signage. A well-regarded consultant has submitted a proposal for the project. Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate up to $10,000 for consulting services to design and monitor the signage upgrade program. Passed unanimously. A suggestion was made to complete the sign fabrication as a multi-year project.

Adjournment

The meeting was adjourned at 9:15 PM on a motion by Ms. Radochia. The next meeting will take place on Tuesday, April 8th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
February 12, 2008

Call to Order

The meeting was called to order at 7:17 p.m. Attending were trustees Patricia Deal, Kathryn Gandek-Tighe, Katharine Fennelly, Barbara Muldoon and Joyce Radochia. David Castiglioni and Frank Murphy were absent. Also attending was Library Director Maryellen Loud.

Approval of Minutes

The minutes of January 15, 2008 were approved unanimously on a motion by Ms. Radochia; seconded by Ms. Muldoon.

Communications

Joyce Radochia reported that Geraldine Tremblay of the Cyrus Dallin Art Museum Board of Trustees inquired whether an oil painting by Cyrus Dallin could be purchased with library art print trust funds. Ms. Tremblay is willing to attend the Board's April meeting to discuss this. The Board took this under advisement.

Ms. Loud presented a request from the Planning Department that the Board write a letter of support for the Town's application to the Massachusetts Historic Commission for a grant to restore the wall along Mass .Ave that borders the library and the Olmsted Garden. The letter should include endorsement of placing a preservation restriction on the area. Ms. Deal made a motion to write a support letter; seconded by Ms. Radochia; Passed unanimously.

Meeting with Finance Committee Liaison

Mary Margaret Franclemont from the Finance Committee met with the Board to discuss the FY2009 budget request. Concerns were raised over sufficient funding for building repairs and the lack of funding for Sunday hours, a full-time Technology Librarian and a part-time Public Relations Coordinator. The Board also raised the issue of book money going to the general fund instead of being retained by the library for replacements.

Director's Report

Trustees reviewed the written report of the director for January 2008. Ms. Loud also explained that a high school student had donated two devices ("Kill-A-Watt") that monitor electrical consumption of appliances for circulation to patrons. She also gave an update on the status of her report regarding the "financial summit" suggestions including

the move of Fox to the Gibbs. Ms. Loud expressed concern that there was no means to lock off the Community Room when it was not in use. She had consulted the town's building inspector about the feasibility of installing a sliding grate there and he advised that an architect be hired to prepare a proposal for his review. Ms. Muldoon made the motion to allocate $200 from staff development trust funds for a visit by an architect to evaluate the feasibility of adding a safety feature to the Community Room; seconded by Ms. Radochia. Passed unanimously. Nancy Gentile has scheduled a series of four workshops on financial planning to be given by a local Chamber of Commerce member as an experimental program.

Trust Fund Report

Ms. Fennelly and Ms. Muldoon reported on their meeting with Town Counsel John Maher to discuss Trust Funds. Mr. Maher will review the trust fund documents and he and Town Treasurer Steven Gilligan will attend the next trustee meeting. Mr. Maher advised that it is the responsibility of the town treasurer to invest the trust funds and the Trustees to handle expenditures. The purpose of the joint meeting is to maintain open communication between the trustees and the treasurer.

Fundraising

Ms. Fennelly, Ms. Gandek-Tighe and Ms. Loud met with Town Manager Brian Sullivan to discuss fundraising. Mr. Sullivan supports the idea of a gala (wine and cheese reception) to highlight visibility. He approved the idea that the trustees fundraise for additional hours, especially Sundays. Ms. Gandek-Tighe urged that asking for funds for additional hours would be attractive to people and help to establish a habit of giving. The Trustees agreed to contact businesses this spring and to communicate with the Friends of the Library regarding its mailing list. The gala will be scheduled for the Sunday of the Town Day weekend in September.

Meeting Room Rental

Ms. Loud reported that she had received twenty-two responses from MLN libraries regarding charging fees to non-profits and businesses for use of meeting space. Fourteen libraries offer space to non-profits free of charge. No libraries allow businesses to use the space for free. Rates range from $15 to $150; ten libraries do not allow profit-making groups to use at all. Ms. Loud will propose a rate schedule for trustee consideration.

Review of Policies

Ms. Fennelly and Ms. Loud will review library policies and report at a future meeting.

Author Program

Ms. Loud will contact Dick Haley regarding Robert Parker as a speaker this spring. Ms. Deal also suggested Sue Miller.

Community Read

Ms. Loud listed the books under consideration and asked for other suggestions.

Other

The Board granted Ms. Fennelly flexibility in working with the Board of Selectmen in regard to naming an award after Margaret Spengler and having the Selectmen vote no action on the warrant article.

Adjournment

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Patricia Deal and Maryellen Loud

Robbins Library Board of Trustees
January 15, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 11th meeting were approved with one correction, on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

1. Ms. Loud read two laudatory notes from patrons. Francis Knott praised the library collections and the excellent staff, particularly noting the able assistance of Amanda Mathiesen of the Reference staff. The Dean family sent holiday greetings, along with appreciation for the dedicated staff, especially Barbara Fulchino, Nancy Gentile and the library director for her oversight. 2. Michele Meagher of the Chamber of Commerce requested an exemption to the meeting room policy. She hopes to charge a small fee to Chamber members who attend programs held in the Community Room, to cover mailing, publicity and materials expenses. After some discussion, Mr. Murphy made a motion, seconded by Ms. Gandek-Tighe, to allow these fees, for a period of one year. During this period, a long-term decision will be considered. Approved unanimously.

Director's Report

Trustees reviewed the written report of the director for December 2007. Ms. Loud distributed a progress report on the study of initiatives suggested at the citizen financial summits. This report will be submitted to the Town Manager. One item "charging the business community for use of the meeting rooms", elicited discussion of the pros and cons of changing the library meeting room policy. The Board consensus was that this looked like a good possibility. A separate report examining school/library functions has been completed. Ms. Loud asked the Board to revisit a vote that was taken at the November meeting to allocate $6,000 for the purchase of 3 new AV bins. She requested an additional $2,370 to purchase additional matching units. Ms. Radochia made a motion to allocate this amount from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Munistat Presentation

Ms. Loud showed the Board the PowerPoint presentation that she had prepared as a project for the Town Manager and had already presented to the Board of Selectmen. The purpose was to study the funding of the audiovisual collection and compare it to that of nine similar libraries. Arlington's funding was ninth out of the ten communities studied, leading to the conclusion that the AV collections are under funded.

FY08 Budget Update

The budget review has been completed by the Town Manager's office. No new salary requests were funded, including Sunday hours. All expense items are expected to be level funded. Finance Committee liaisons will attend the February or March Board meeting.

2007 Annual Report

Ms. Loud distributed a draft version of the annual report. Some revisions to the text were made. A trustee photo was taken for inclusion in the report.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon updated the Board on the status of trust fund spending. Of the unrestricted funds, 20% has been spent at the mid point of the fiscal year. Of restricted funds, 31% of the year's allocation has been spent thus far. Only 11% of the allocations from the Robbins Art and Robbins Print funds has been expended.

Mid-Year Report of the Russell Fund Liaison

On behalf of Mr. Castiglioni, Ms. Loud gave the mid-year report of Russell Fund spending. Overall, 50% of the allocated monies has been spent.

Mid-Year Evaluation of Trustee and Administrative Goals

Ms. Loud apprised the Board of the status of the activities related to the administrative goals. The Board re-affirmed the trustee goals, with some revisions: Change 1A to read "Advocate for adequate hours of operation for the library system, collections and staffing for this year". 4E, F and G will be further studied in the context of a comprehensive financial/development plan.

Warrant Articles

Two warrant articles will be submitted for inclusion at this spring's Town Meeting: 1.To establish a revolving fund to accept revenues from public vend printers and photocopiers which will be leased with funding from the town's capital plan. Monies will be used to purchase paper and toner for the machines. 2.To create a committee to plan the Margaret Spengler Lecture Series.

Fundraising

Ms. Gandek-Tighe distributed a preliminary assessment of library fundraising. She asked the trustees to examine the report and provide feedback. Further discussion will take place at a future meeting.

Author Program

Ms. Deal talked about possible speakers for a program with a projected date of early April. Some suggestions given were Sue Miller, Russell Banks and Allegra Goodman. Ms. Fennelly will consult a recommended author list published by the Boston Globe.

Funding for Appraisal of Art Objects

The Town Manager's office advised Ms. Loud that all art objects should be re-appraised for insurance purposes. The Board asked Ms. Loud to obtain estimates of the work and will discuss funding options at a future meeting. The possibility of a staged project was raised.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. The second annual children's/young adult book sale will take place on Saturday, March 15th, with a sorting day of March 8th. Donations for the sale will be accepted starting February 25th. On Thursday, February 28th, the Friends will host genealogist Christine Sweet-Hart who will present an intermediate level genealogy program. Also presenting will be library staff member Jennifer DeRemer who will discuss sources available through the library and online databases. On Thursday, March 6th, Martha Parravano of Horn Book Magazine will do a booktalk on good books for children. Discussion continues about a possibility of hosting a spelling bee for children. The Friends annual meeting will take place in April, with a music program as entertainment. New bookmarks have been printed and a newsletter is being worked on.

Other

Ms. Muldoon, Ms. Fennelly and Mr. Murphy will meet with John Maher regarding trust funds. Ms. Fennelly will conduct one more "To Kill a Mockingbird" book discussion with members of the town's Human Rights Commission.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, February 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
December 11, 2007

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Patricia Deal. David Castiglioni and Joyce Radochia were absent. Also attending were Library Director Maryellen Loud and Assistant Director Cynthia Diminiture.

Approval of Minutes

The minutes of the November 13 meeting were approved on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

A letter of thanks was read from Nancy Gentile.

Director's Report

Mr. Murphy asked questions about the ongoing lighting issues. Ms. Loud reported on her meeting with the lighting consultant. Recommendations are under review with the town.

FY2009 Budget Submission

Ms. Loud reported on the status of the budget. She met with the Deputy Town Manager to discuss the budget. It awaits review by the Town Manager.

Calendar/Grant Request

A request to sell a calendar with an associated grant request was discussed, as well as an additional sale currently being made of a photo taken inside the library. Ms. Muldoon made a motion that the Board does not give permissions to the individuals to sell interior photographs of the building for commercial purposes. The motion passed unanimously.

Summit Ideas Regarding the Library

Ms. Loud updated on all the suggestions made during the Summit.

- Rental income at the Fox - Ms. Loud will coordinate with Selectmen Hurd to continue meeting with the Fox Revenue Study Committee; Vending machines at the Fox – pending; Increased rental fees for meeting room - discussed but not finalized
- Moving Fox to Gibbs and selling Fox- Ms. Loud is studying
- Allow businesses to use Community Room at Robbins for a fee- Ms. Loud will survey other libraries

- Increase fundraising - being considered
- Regionalized software packages - Ms. Diminture will handle
- Combining school and community libraries - Ms. Loud is writing up her findings
- Increase advertising for rental of town special places (Reading Room)- Ms. Loud is working on.

Fundraising Discussion

Ms. Gandek-Tighe asked for background about prior fundraising activities conducted by the trustees. Additional ideas were discussed such as a special event, sales of an item such as a beach towel or note cards or a wine tasting. Ms. Gandek-Tighe discussed several possibilities including coordinating more closely with the Friends and increasing a list of businesses to be solicited.

Furniture and Shelving Project

The designer has been chosen and a design is underway for the new Circulation Desk that is the gift of a donor.

Children's Room

The possibility of painting a wall blue to liven it up was discussed.

Submission of Warrant Article

The current arrangement with the vendor for the public and staff copy machines and public vend printing is no longer viable. Capital funding has been requested to lease these machines. If approved, a warrant article at Town Meeting will be needed to establish a revolving fund to accept the proceeds of fees charged for the use of the public printers and copy machines and to purchase supplies from this account.

Spengler Lecture Series

The phenomenal work of Ms. Radochia and others was praised. Ms. Fennelly brought up the possibility of a warrant article being put before Town Meeting to establish the lecture as a town function. She will move forward with this.

Spring Author Program

Ms. Muldoon proposed a hiatus for the spring in view of the cost of the Shaheen lecture. This and other possibilities are under consideration.

Friends Update

The use of the official logo of the Library by the Friends was discussed. The suggestion was made to modify with a point of differentiation.

Other Business

Ms. Muldoon is now chair of the Trust Fund Study Committee for the town. The possibility of the Dallin Committee approaching the library to buy prints that could be exhibited was mentioned.

Adjournment

The meeting was adjourned at 9:35 PM. The next meeting will be held on January 15th at 7:15 PM.

Respectfully submitted,

Kathryn Gandek-Tighe

Robbins Library Board of Trustees
November 13, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The Board welcomed its newest member, Kathryn Gandek-Tighe. She is a twenty-year Arlington resident, mother of three and has experience as a professional fundraiser.

Approval of Minutes

The minutes of the October 9th meeting were approved on a motion by Ms. Muldoon; seconded by Ms. Deal.

Communications

The Board members asked Ms. Loud for a status report on the health of Mr. Castiglioni. He is expected to miss several more meetings due to ongoing rehabilitation.

Director's Report

The Board reviewed the written report of the director. Questions were asked about lighting issues and the N.E. Library Association conference. Ms. Loud apprised the trustees of a promised donation to fund a permanent fixture in the library. Two vendors have been engaged to propose designs for a new circulation desk.

FY2009 Budget Submission

Ms. Loud distributed the following handouts: 1.FY09 Budget Narrative 2. Preliminary FY09 Budget Request Summary Sheet 3.FY09 Budget Preparation-Expenses
The budget to be submitted to the Town Manager's Office includes the following new requests: 1.Sunday operating hours 2.Upgrade to a full-time Technology Librarian position 3.Part-time Public Relations Coordinator position. Ms. Loud explained the requests for expenses. The municipal appropriation formula for State Aid eligibility was discussed. Ms. Loud will keep the Board apprised of the budget process.

Fundraising Solicitation Letter

Ms. Fennelly, Ms. Muldoon and Mr. Murphy met last week to review the preliminary budget request. At that meeting, they discussed the possibility of a fundraising campaign for Sunday operating hours in lieu of soliciting funds for a broader range of materials/services. Ms. Loud explained the service ramifications of a deficit in these other line items. There are personnel/contractual obligations relating to Sunday hours. Discussion took place about the pros and cons of a general solicitation vs. a targeted campaign for Sunday funding. Ms. Gandek-Tighe offered some fundraising advice. The consensus of the Board was to send the general solicitation letter at this time and to consider a business solicitation at a later date.

Author Program

The turnout for the program with Claire Cook was disappointing, although she was an engaging speaker. The decision was made not to hold future author programs in October as this month is devoted to activities related to the Community Read program. The Board will entertain suggestions for a speaker for the spring author program.

Margaret Spengler Lecture Series

Jeanne Shaheen will be the speaker at the inaugural program of the Margaret Spengler Lecture Series on Tuesday, November 20th in the Town Hall auditorium. Ms. Fennelly will welcome the audience. Ms. Radochia and Tom Spengler will offer reminiscences of Mrs. Spengler and Ms. Radochia will introduce the speaker. After the talk, there will be a reception in the Selectmen's Hearing Room.

Photographer Request for Fundraising Calendar

A photographer who has a Reading Room exhibit scheduled for next fall proposes to create a fundraising calendar for the library. The sale would launch on Town Day and 50% of the profits would go to the library. Since the fundraising potential would be limited, the Board decided not to support this project.

Robbins Print Fund Personnel Request

Nancy Gentile submitted a payment request for 65 hours of work on the Robbins print collection, at a total cost of $1,698. Ms. Deal made a motion to allocate this amount from the Robbins Art Fund; seconded by Ms. Radochia. Passed unanimously.

Annual Report Outline

Ms. Loud distributed a draft outline. A trustee photo will be taken at the next meeting.

Security Cameras

The security cameras have been installed but will not be operational until a defective piece of equipment is replaced. Town Counsel notified Ms. Loud that there is no legal requirement to post signs regarding the use of the cameras. Of 8 libraries polled, only 2 post signs. The consensus of the Board was to forego the signs but to place a monitor on the Circulation Desk as an indicator that cameras are in use.

Update on Shelving/Furniture Project

Ms. Loud updated the Board on the status of the reorganization/shelving project. There is a need for three additional AV display/storage units at a cost of $2,000/unit. Ms. Radochia made a motion to expend up to $6,000 for the purchase of three units from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will be held on December 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees

October 9, 2007

Book Discussion

Board members participated in a forty-minute discussion of the library's Community Read selection "To Kill a Mockingbird", led by Trustee Chair Katharine Fennelly.

Call to Order

The meeting was called to order at 7:50 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 11th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A letter was received from poet Miriam Levine proposing a book signing of her book "The Dark Opens", to be published in January. Proceeds would be given to the library. The Board agreed to allow the use of the Reading Room for this event, with Ms. Loud coordinating the details.

Director's Report

Discussion took place about The Taste of Arlington event and library programs.

Budget Report

There is nothing yet to report. Ms. Loud will keep the Board apprised of the process.

Financial Summit Recap

Ms. Loud discussed the process used at this meeting. During a prior summit, services were prioritized and ideas were discussed to raise revenue or save money. At this one, participants were charged with thinking of more ideas and then prioritizing them. For the purposes of the exercise, Libraries and Human Services were joined together. Some suggestions were: Rental of space at the Fox Branch Library, Fees for business

use of the Community Room at Robbins, Move Fox to the Gibbs School building, Increase the annual fund drive, Increase advertising for the rental spaces, Combine school and library functions. Ms. Loud will evaluate the usefulness of the suggestions and prepare a report.

Fundraising Letter

A draft of this year's solicitation letter was distributed. Changes in wording and syntax were suggested. The plan is to send the letter by the end of October.

Author Program

A flyer for the November 4th program with Claire Cook has been mailed and a poster will be mounted in the lobby tomorrow. An honorarium was discussed. Ms. Muldoon and Ms. Fennelly volunteered to bring refreshments. Nathaniel Philbrick sent regrets for the spring author program. Trustees will need to consider other potential speakers.

Spengler Lecture Series

The sub-committee for the inaugural event in the Margaret Spengler lecture series held a meeting prior to the Board meeting. Attending were Joyce Radochia, Patricia Deal, Mark Spengler and Elaine Shea. The program, with Jeanne Shaheen as the speaker, will take place on Tuesday, November 20th in the town hall auditorium. The Board talked about funding for the event. Since the Selectmen had previously agreed to co-sponsor the lecture series, it is hoped that they will share the costs. This would provide seed money for the series and fundraising would be undertaken in future years to sustain it. Ms. Deal made a motion; seconded by Ms. Muldoon, that the Board of Trustees contribute $1,000 from the Farmer Fund toward the inaugural event in the Margaret Spengler lecture series, with a provision for joint sponsorship with the Board of Selectmen. Passed unanimously. Invitations will be sent to members of town boards and commissions and town meeting members. Details are still to be worked out regarding the program order, refreshments, flowers and publicity.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. They will be sponsoring the benefit performance of "To Kill a Mockingbird" by the Arlington Friends of the Drama on Sunday, October 14th, in cooperation with the library's community read project. On Thursday, October 25th, the Friends will host storytellers Diane Edgecomb and Kate Chadbourne for "Tales of the Supernatural", spooky stories for adults. On Thursday, November 8th, Leith Colen , editor of "The Book Bag" will visit the library for a book talk. A firm date, May 15th, has been set for the Antiques Appraisal Evening with Stuart Whitehurst of Skinner, Inc.

Funding Requests

Ms. Loud requested that the Board provide funding for several purchases, including additional paperback shelving and CD displayers, security cameras, upholstering of chairs and appraisal of prints and art objects. The paperback collection has already been extensively weeded and more shelves are still needed. Some existing spinner racks will be replaced with metal shelving. CD displayers do not hold as many CDs as originally anticipated, so additional units will be needed to adequately house the collection. Several chairs in the Children's Room need re-upholstering. Books of art prints and several art objects are in need of updated appraisals. The Board was favorably disposed towards all of these projects, but asked Ms. Loud to bring more precise cost estimates to a future meeting.

Chamber of Commerce Award Ceremony

Nancy Gentile will be the recipient of the 2007 Employee of the Year award from the Chamber of Commerce. It will be conferred at an awards dinner on November 14th. Mr. Murphy made a motion; seconded by Ms. Deal, to allocate up to $300 from the staff recognition budget for the purchase of a table so that staff members may attend the dinner. Passed.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will take placed on November 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees

October 9, 2007

Book Discussion

Board members participated in a forty-minute discussion of the library's Community Read selection "To Kill a Mockingbird", led by Trustee Chair Katharine Fennelly.

Call to Order

The meeting was called to order at 7:50 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 11th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A letter was received from poet Miriam Levine proposing a book signing of her book "The Dark Opens", to be published in January. Proceeds would be given to the library. The Board agreed to allow the use of the Reading Room for this event, with Ms. Loud coordinating the details.

Director's Report

Discussion took place about The Taste of Arlington event and library programs.

Budget Report

There is nothing yet to report. Ms. Loud will keep the Board apprised of the process.

Financial Summit Recap

Ms. Loud discussed the process used at this meeting. During a prior summit, services were prioritized and ideas were discussed to raise revenue or save money. At this one, participants were charged with thinking of more ideas and then prioritizing them. For the purposes of the exercise, Libraries and Human Services were joined together. Some suggestions were: Rental of space at the Fox Branch Library, Fees for business

use of the Community Room at Robbins, Move Fox to the Gibbs School building, Increase the annual fund drive, Increase advertising for the rental spaces, Combine school and library functions. Ms. Loud will evaluate the usefulness of the suggestions and prepare a report.

Fundraising Letter

A draft of this year's solicitation letter was distributed. Changes in wording and syntax were suggested. The plan is to send the letter by the end of October.

Author Program

A flyer for the November 4th program with Claire Cook has been mailed and a poster will be mounted in the lobby tomorrow. An honorarium was discussed. Ms. Muldoon and Ms. Fennelly volunteered to bring refreshments. Nathaniel Philbrick sent regrets for the spring author program. Trustees will need to consider other potential speakers.

Spengler Lecture Series

The sub-committee for the inaugural event in the Margaret Spengler lecture series held a meeting prior to the Board meeting. Attending were Joyce Radochia, Patricia Deal, Mark Spengler and Elaine Shea. The program, with Jeanne Shaheen as the speaker, will take place on Tuesday, November 20th in the town hall auditorium. The Board talked about funding for the event. Since the Selectmen had previously agreed to co-sponsor the lecture series, it is hoped that they will share the costs. This would provide seed money for the series and fundraising would be undertaken in future years to sustain it. Ms. Deal made a motion; seconded by Ms. Muldoon, that the Board of Trustees contribute $1,000 from the Farmer Fund toward the inaugural event in the Margaret Spengler lecture series, with a provision for joint sponsorship with the Board of Selectmen. Passed unanimously. Invitations will be sent to members of town boards and commissions and town meeting members. Details are still to be worked out regarding the program order, refreshments, flowers and publicity.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. They will be sponsoring the benefit performance of "To Kill a Mockingbird" by the Arlington Friends of the Drama on Sunday, October 14th, in cooperation with the library's community read project. On Thursday, October 25th, the Friends will host storytellers Diane Edgecomb and Kate Chadbourne for "Tales of the Supernatural", spooky stories for adults. On Thursday, November 8th, Leith Colen , editor of "The Book Bag" will visit the library for a book talk. A firm date, May 15th, has been set for the Antiques Appraisal Evening with Stuart Whitehurst of Skinner, Inc.

use of the Community Room at Robbins. Move fax to the Gates School Building. Increase the annual fund drive, increase advertising for the rental spaces, combine school and library functions. Ms. Ladd will evaluate the usefulness of the suggestions and prepare a report.

Fundraising Letter

A draft of this year's solicitation letter was distributed. Changes in wording and typeface were suggested. The plan is to send the letter by the end of October.

Author Program

A flyer for the November 4th program with Claire Cook has been mailed and a poster will be mounted in the lobby tomorrow. In her absence, [illegible] and Ms. Fennelly volunteered to bring refreshments. [illegible] for the spring author program. Trustees will need to consider other potential speakers.

Spangler Lecture Series

The [illegible] committee for the inaugural event in the Margaret Spangler lecture series held a meeting prior to the Board meeting. Attending were [illegible], Mark Spangler and [illegible]. The program, with [illegible] as the speaker, will take place on Tuesday, November 18th at the town hall [illegible]. The Board talked about funding for the event. Since the Selectmen had previously agreed to co-sponsor the lecture series, it is hoped that they will share the costs. This would provide seed money for the series and fundraising would be undertaken in future years to sustain it. Mr. Ladd made a motion, seconded by Mrs. McIlwain, that the Board of Trustees contribute $1,000 from its [illegible] fund toward the inaugural event in the Margaret Spangler lecture series with a provision for joint sponsorship with the Board of Selectmen. Passed unanimously. Invitations will be sent to members of town boards and committees and town meeting members. Details are still to be worked out regarding the program order, refreshments, flowers and publicity.

Friends of the Library Update

Ms. [illegible] updated the Board on the events of the Friends' organization. They will be sponsoring the benefit performance of "To Kill a Mockingbird" by the Arlington Friends of the Drama on Sunday, October 19th, in conjunction with the library's community read project. On Thursday, October 23rd, the Friends will host storytellers Diane Edgecomb and Karen Chace for "Tales of the Supernatural" spooky stories for adults. On Thursday, November 6th, Laura [illegible], editor of "The Book Bag" will visit the library for a book talk. A final date, May 12th, has been set for the Antiques Appraisal Evening with Stuart Whitehurst of Skinner, Inc.

Funding Requests

Ms. Loud requested that the Board provide funding for several purchases, including additional paperback shelving and CD displayers, security cameras, upholstering of chairs and appraisal of prints and art objects. The paperback collection has already been extensively weeded and more shelves are still needed. Some existing spinner racks will be replaced with metal shelving. CD displayers do not hold as many CDs as originally anticipated, so additional units will be needed to adequately house the collection. Several chairs in the Children's Room need re-upholstering. Books of art prints and several art objects are in need of updated appraisals. The Board was favorably disposed towards all of these projects, but asked Ms. Loud to bring more precise cost estimates to a future meeting.

Chamber of Commerce Award Ceremony

Nancy Gentile will be the recipient of the 2007 Employee of the Year award from the Chamber of Commerce. It will be conferred at an awards dinner on November 14th. Mr. Murphy made a motion; seconded by Ms. Deal, to allocate up to $300 from the staff recognition budget for the purchase of a table so that staff members may attend the dinner. Passed.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will take placed on November 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
September 11, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Mark Spengler.

Approval of Minutes

The minutes of the August 21, 2007 meeting were approved with corrections on a motion by Ms. Radochia; seconded by Mr. Murphy.

Communications

1.A thank you note was received from David Castiglioni for kindnesses extended during his recent hospitalization. 2. Ms. Loud distributed a flyer regarding the joint conference of the MA Library Trustee Association and the MA Friends of Libraries on Saturday, October27th.

Director's Report

An August "highlights" report was distributed. Questions were asked about carpeting, summer reading programs and the popular family concert.

Margaret Spengler Lecture Series

Mark Spengler visited to discuss the planned Margaret Spengler Lecture Series in memory of his mother. He expressed thanks and delight on behalf of his family that the Board of Trustees and Board of Selectmen have created this series. They feel that this lecture series will be the perfect venue to honor their mother's life, work and civic interests. Mark offered assistance with seeing that this becomes a formalized, ongoing series (perhaps bi-annually) with an endowment and fundraising mechanism. A suggestion was made to split lectures between national and Arlington speakers. The finalized date for the inaugural program with Jeanne Shaheen b

Robbins Library Board of Trustees
September 11, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Mark Spengler.

Approval of Minutes

The minutes of the August 21, 2007 meeting were approved with corrections on a motion by Ms. Radochia; seconded by Mr. Murphy.

Communications

1. A thank you note was received from David Castiglioni for kindnesses extended during his recent hospitalization. 2. Ms. Loud distributed a flyer regarding the joint conference of the MA Library Trustee Association and the MA Friends of Libraries on Saturday, October27th.

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Mark Spengler visited to discuss the planned Margaret Spengler Lecture Series in memory of his mother. He expressed thanks and delight on behalf of his family that the Board of Trustees and Board of Selectmen have created this series. They feel that this lecture series will be the perfect venue to honor their mother's life, work and civic interests. Mark offered assistance with seeing that this becomes a formalized, ongoing series (perhaps bi-annually) with an endowment and fundraising mechanism. A suggestion was made to split lectures between national and Arlington speakers. The finalized date for the inaugural program with Jeanne Shaheen is November 20th. A working group will have to be formed to carry out all the planning details. Mark will provide a list of invitees for an "invitation only" reception on the day of the lecture. A suggestion was made to have the program filmed by Comcast. Ms. Radochia will keep the Board apprised of progress on the event.

Approval of FY08 Trustee Goals and Timeline

Sections 4E, F and G were added by Ms. Ruderman to the existing FY08 Goals and Objectives. These "financial" items were taken from the development plan. Ms. Ruderman suggests drafting the annual solicitation letter and sending it by the end of October/beginning of November. Trustees are also asked to provide new names for the donor solicitation. Ms. Ruderman will work on making the business donor list current. Timeline dates were attached to some goals/objectives. The updated goals were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Passed unanimously.

Review of the Author Policy

Some clarifications to the existing policy were discussed, such as the definition of an author, what qualifies as local and how frequently an author is allowed to present. Some changes were made to the policy, including changing the sentence regarding national and local authors. The policy was amended on a unanimous vote.

Policy on Art Exhibit Opening Reception

The artist scheduled to exhibit in the Reading Room has requested permission for an opening reception in the room, on Saturday, October 8th, during open library hours. This was approved and the policy will be updated to reflect the possibility of future opening events.

Schedule of Holiday Closings

The schedule proposed by Ms. Loud was approved on a motion by Ms. Ruderman; seconded by Mr. Murphy.

Upholstering of Chairs

Ms. Loud updated the board on expenditures for the carpeting/reorganization project. She explained that there are many chairs (children's, young adult, staff areas) that are in need of reupholstering. The Board directed Ms. Loud to obtain price estimates and make a funding request at a future meeting. She will also request funding to purchase end panels and canopies for new low shelving in the Children's Room.

Clarification of Prior Vote

Ms. Loud presented a request from Nancy Gentile that the Board revisit the issue of a request for the return of an Abraham Lincoln print to the family of the artist. Some trustees asked Ms. Loud to research the legalities of de-accessioning municipal property. Also, a current estimate of the work's value must be obtained. Ms. Deal made a motion to table a vote until all information is received; seconded by Mr. Murphy. Passed with one abstention.

Approval of FY07 Russell Fund Report

The trustees received the written report of the Russell Fund for FY07, prepared by coordinator Liza Halley. Mr. Murphy made a motion to accept the report; seconded by Ms. Ruderman. Passed unanimously.

Preliminary Discussion of FY09 Budget Preparation

Ms. Loud will submit requests for Sunday hours and an upgrade of the part-time technology librarian position to full-time.

Community Read

Ms. Loud distributed a schedule of related events. At the October meeting, trustees will discuss the book, "To Kill a Mockingbird".

Author Programs

Claire Cook, author of "Life's a Beach", will speak at the library on Sunday, November 4th. Ms. Deal will publicize this on the Arlington email list. Flyers will be sent to the Friends of the Robbins Library and to the updated author

program mailing list. Ms. Radochia will introduce the speaker. Ms. Loud asked for a clarification of the Board's relationship with Haley Booksellers. The Board affirmed that it is cosponsoring the library programs with them. The author program policy was revisited. Ms. Deal made a motion to amend Section 1, Item 4, adding a sentence to cover these types of programs; seconded by Ms. Ruderman. Passed unanimously.

Other

Ms. Loud discussed "Taste of Arlington", the fundraiser for the Chamber of Commerce, for which The Robbins Library will be the non-profit beneficiary this year. The poster created to publicize the event was evaluated.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, October 9th at **7 PM** and will include a book discussion.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
August 21, 2007

Call to Order

The meting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 12, 2007 meeting were approved, with corrections, on a motion by Ms. Ruderman; seconded by Ms. Muldoon.

Communications

1.Ms. Radochia got a confirmation from Jeanne Shaheen that she will be the speaker at the inaugural program in the Margaret Spengler lecture series on Wednesday, November 28th. The program will be cosponsored by the Board of Trustees and the Board of Selectmen. An honorarium will be decided upon. There will be an "invitation only" reception before or after the lecture. A working committee will be needed to plan the event. 2. At the July 12th meeting of the Board of Library Commissioners, the "Conversation Circles" grant was approved in the amount of $12,500. 3. Ms. Loud received a request from the Community Intervention Program of the Northeastern Family Institute to exhibit a quilt in the library. The Board approved this. 4. Ms. Fennelly received a letter from Oakes Plimpton in reply to a letter she had sent him regarding the selection of the Community Read title. Ms. Fennelly also received a follow-up email.

Director's Report

A full June director's report was distributed as was a July "highlights". Questions were asked about staffing and building problems.

Town Day Booth

Ms. Ruderman, Ms. Radochia, Ms. Muldoon and Ms. Fennelly agreed to staff the booth. A gift certificate for The Book Rack will be raffled.

Approval of FY2008 Trustee Goals

Ms. Ruderman will evaluate items from the fundraising plan for inclusion in 4E (Financial). Final approval of the goals was tabled until next month.

Report of FY07 Russell Fund Expenditures and Approval of FY08 Russell Fund Allocations

1.Out of an initial allocation of $39,998, $39,465.31 was spent. Liza Halley will write the annual report of the Russell Fund. 2. A proposal for FY08 of $40,000 was submitted, which includes a slight increase for Coordinator Labor. Ms. Deal made a motion to approve the budget as submitted; seconded by Ms. Ruderman. Passed unanimously.

Report of FY07 Trust Fund Expenditures and Approval of FY08 Allocations

Less than 10% was unspent out of a budget of $52,000 in FY07. Ms. Muldoon explained the expenditures in each of the categories. She also distributed a chart showing all restricted and unrestricted funds with the following breakdowns: Monies Withdrawn, Total Fund Amount, FY07 Unrealized Gains/Losses, FY07 Capital Gains/Loss taken, Income Earned minus Expenses, FY08 Available. Staff requests of $38,349 for FY08 were submitted. Most were honored. Ms. Muldoon made a motion to approve an FY08 budget in the following amounts: $33,385 – Trust Funds/Fundraising ; $5,550 – Robbins Print Fund; seconded by Ms. Radochia. Approved unanimously.

Request for Use of the Meeting Room

The Board discussed a request by Glen Koenig to use the Community Room to present programs of his original videos. This led to further discussion about what constitutes an "author" and with what frequency they are allowed to use the room for programming. The consensus was that this request meets the Community Room guidelines.

Author Program

Claire Cook, author of the new book "Life's a Beach", will be the featured speaker at the author program on Sunday, November 4th. Suggestions were made for a spring program speaker, including Nathaniel Philbrick. On Tuesday, September 25th, William Martin will speak at a program sponsored by Haley Booksellers. He has written a new novel about the Constitution. Barbara Bolt from the Human Rights Commission/Diversity Task Force suggested an author program by Sophie Freud (granddaughter of Sigmund) who has written "Living in the Shadow of the Freud Family". The consensus of the Board was to decline the offer due to a very full schedule this fall.

Community Read

Three book discussions are planned for "To Kill a Mockingbird". A benefit performance of the play by the Arlington Friends of the Drama will take place at 2 PM on Sunday, October 14th. There may also be a movie night and Ms. Loud is trying to arrange a program of blues music. It is hoped that the Board of Selectmen and the School Committee will hold book discussions. Ms. Loud also encouraged the Board of Trustees

Report of FY07 Russell Fund Expenditures and Approval of FY08 Russell Fund Allocations

1.Out of an initial allocation of $39,998, $38,465.31 was spent. Lise Hailey will write the annual report of the Russell Fund. 2. A proposal for FY08 of $40,000 was submitted, which includes a slight increase for Coordinator Labor. Ms. Deal made a motion to approve the budget as submitted; seconded by Ms. Ruderman. Passed unanimously.

Report of FY07 Trust Fund Expenditures and Approval of FY08 Allocations

Less than 10% was unspent out of a budget of $32,808 in FY07. Ms. Muldoon explained the expenditures in each of the categories. She also distributed a chart showing all restricted and unrestricted funds with the following breakdown: Monies Withdrawn, Total Fund Amount, FY07 Unrealized Gains/Losses, FY07 Capital Gains/Losses taken, Income Earned minus Expenses, FY08 Available. Staff requests of $37,389 for FY08 were submitted. Most were honored. Ms. Muldoon made a motion to approve an FY08 budget in the following amounts: $33,385 – Trust Funds/Endowments; $5,550 – Fortune Print Fund; seconded by Ms. Radochia. Approved unanimously.

Request for Use of the Meeting Room

The Board discussed a request by Glen Koenig to use the Community Room to present programs of his original videos. This led to further discussion about what constitutes an "author" and with what frequency they are allowed to use the room for programming. The consensus was that this request meets the Community Room guidelines.

Author Program

Claire Cook, author of the new book "Life's a Beach", will be the featured speaker at the author program on Sunday, November 4th. Suggestions were made for a spring program speaker, including Nathaniel Philbrick. On Tuesday, September 25th, William Martin will speak at a program sponsored by Haley Booksellers. He has written a new novel about the Constitution. Barbara Boltz from the Human Rights Commission/Diversity Task Force suggested an author program by Sophie Freud (granddaughter of Sigmund) who has written "Living in the Shadow of the Freud Family". The consensus of the Board was to decline the offer due to a very full schedule this fall.

Community Read

Three book discussions are planned for "To Kill a Mockingbird". A benefit performance of the play by the Arlington Friends of the Drama will take place at 2 PM on Sunday, October 14th. There may also be a movie night and Ms. Loud is trying to arrange a program of blues music. It is hoped that the Board of Selectmen and the School Committee will hold book discussions. Ms. Loud also encouraged the Board of Trustees to have a book discussion, perhaps prior to a Board meeting. Ms. Loud will email program dates once everything is finalized.

Reading Room Lighting

The consultant's conclusion was that if the room was lighted as originally specified, there would be sufficient lighting to house books. Mark Miano will do an experiment to test this.

Taste of Arlington

This event will take place on Sunday, September 30th at the Whittemore Robbins House. The Children's Room of the Robbins Library is this year's designated non-profit beneficiary. Raffle tickets will be sold on Town Day at the Trustee booth on Massachusetts Avenue and at the Friends of the Library book sale.

Patron Request for Art Print

A request has been received of Melinda McCreven for the return to her family of an Abraham Lincoln print drawn by her great great grandfather Henry Berthrong. Discussion ensued about the propriety and legality of de-accessioning library material by personal request. Mr. Murphy asked Ms. Loud to obtain a report of the condition of the print and an estimate of its current value. She was also directed to send a letter to Ms. McCreven thanking her for her correspondence and affirming that the print cannot be de-accessioned from the collection. A suggestion was made to offer a good quality digital print instead. The original could be restored and framed for display.

Other

Ms. Fennelly presented a first draft of a master Library/Trustee/Friends of the Library calendar. Specific information on Friends' program will be added as dates become firm. The Board of Trustees will regard the second Tuesday of each month as its regular meeting day, with the option to adjust as needed.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Deal. The next meeting will take place on September 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
June 12, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 10th meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Communications

1. Ms. Loud received a donation from a former trustee of the Belmont Library of a set of four plates depicting the Menotomy hunter. The donor would like these to be displayed. Mr. Murphy moved that the library accept the donation, with the intention of keeping two plates for display at the library and giving the other two to the Dallin Art Museum; seconded by Ms. Fennelly. The Board directed Ms. Loud to explore cost estimates for the safe display of the plates. 2. The Board received a letter from Oakes Plimpton asking trustees to endorse his oral history book as the 2008 Community Read title. Ms. Fennelly will write a letter of response.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about PC time management systems, building leaks and a proposed Scholastic book fair.

Author Programs

Dan Shaughnessy spoke at the library last evening and the program was well received. The program was a joint venture of the Robbins Library and Haley Booksellers. The speaker was very engaging and many books were purchased and autographed. Claire Cook will be the featured speaker at the trustee author program on Sunday, November 4th. The third annual Arlington Author Panel will take place on Tuesday, June 19th. Speakers will be Michelle Bates Deakin, Patricia Kepler and Gary Goshgarian (Braver).

Memorial Lecture Series

Ms. Radochia updated the Board on the status of this project, which will honor the life and contributions of Margaret Spengler. The Spengler family will provide financial support for the lecture series and hopes that it will become an annual event. Arrangements are still underway for an inaugural speaker.

Fundraising Plan

Ms. Ruderman distributed a copy of the fundraising plan that was last reviewed/updated in October 2005. She provided written comments on the status of the action items. Ms. Deal suggested re-ordering the list to delineate: 1.Accomplishments 2. Further objectives. The latter could be rolled into the general Trustee Goals and Objectives. Ms. Ruderman made two suggestions: 1. Expand the fundraising solicitation database 2. Reconstitute the development sub-committee and enlarge the group with the inclusion of some non-trustee members.

Space Planning

The space reorganization will take place in August along with the installation of new carpet. The lighting consultant, who will visit next week, will not be able to provide full specifications for vendors, but will give recommendations for lighting options. The move of the new book collection to the Reading Room could be delayed while the lighting plan is worked out. Ms. Ruderman asked about plans to notify patrons of any disruptions caused by the reorganization project. Moisture-proofing of the basement will also take place this summer.

Security Camera Update

Two proposals have been received. Each company has been asked to defend its proposal against that of the competitor. Ms. Fennelly made a motion; seconded by Mr. Murphy, to authorize Ms. Loud to sign an agreement with the successful company, for an amount not to exceed $20,000. Passed unanimously. Ms. Muldoon will recommend the appropriate funding source for this installation.

Friends of the Library Update

The Friends' treasury is stable, but there were many staff requests for funding for the upcoming fiscal year. A schedule of spending will be drawn up. The Friends agreed to work cooperatively with the library staff on the Community Read project. They also agreed to provide assistance for a Scholastic Book Fair to be held at the Fox Branch Library this summer. The first mock-ups of the web site revision have been received. This work is being funded by the Friends. Preparations will begin in August for the

Town Day book sale. Other tentatively planned activities are a storyteller for adults in October and a repeat of the Antiques Appraisal program by Skinner for November. The Friends' liaisons discussed with the Board of Trustees the hope for a joint library calendar (staff/Friends/Trustees). Increasing membership will be a Friends' goal this year. Friends will begin notifying members via email of upcoming programs and events.

Community Read

Ms. Loud had worthwhile meetings today with representatives from the Arlington Friends of the Drama and Elise Frangos from the high school English department regarding activities for the Community Read project. Many activities were suggested related to the selected title "To Kill a Mockingbird". The Arlington Friends of the Drama will do a benefit performance of the play.

Policy on Decertified Libraries

Ms. Ruderman suggested making a blanket policy on service to residents of towns with decertified libraries. Currently, these decisions are on a case-by-case basis. Ms. Fennelly made a motion; seconded by Ms. Deal, to adopt the Millis policy on service to residents with decertified libraries, adding a sentence allowing the Board to make exceptions. Approved unanimously.

Request of Artist to Exhibit

Ms. Loud brought a request from an artist to exhibit a bronze framed painting of scenes in Arlington. It is valuable and there are security concerns. The artwork has been exhibited at the Arlington Center for the Arts and the artist believes that a library exhibit would provide additional exposure for the piece that she hopes to sell. The consensus of the Board was that this does not constitute an exception, but fits with the existing display policy.

Preliminary Discussion of FY08 Administrative and Trustee Goals

The administrative goals are as stated in the FY08 Library Budget Narrative. The trustee goals will be reviewed over the summer for future discussion.

Preliminary Russell Fund Allocations

Marianne Uttam and Liza Halley submitted a preliminary Russell Fund budget. Ms. Deal made a motion; seconded by Ms. Radochia, to approve amounts of $900 for Kindergarten Kits and $2,693 for July and August workshops. Approved unanimously.

Election of Officers

Ms. Radochia made a motion; seconded by Mr. Murphy, to nominate the following slate of officers for FY08: Chair – Katharine Fennelly, Vice-Chair – Patricia Deal, Trust Fund Liaison – Barbara Muldoon and Russell Fund Liaison – David Castiglioni.

Other

Print Fund Coordinator Nancy Gentile submitted a request for an additional fourteen hours of time, in the amount of $400 for detailed projects. Ms. Fennelly made a motion; seconded by Mr. Murphy, to allocate this sum from the Robbins Art Fund. Approved unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Ms. Radochia. The next meeting will be held on Tuesday, August 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
May 10, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the April 9, 2007 meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Communications

Ms. Loud read aloud a letter that she received from Arlington Advocate editor Les Masterson letting her know that he will soon be leaving the Advocate to take a position elsewhere and thanking her and the staff for his use of library resources over the last seven years. The Arlington School Foundation donated $200 to the library to assist with children's programs.

Community Time

Amy Meblin, Arlington resident and parent of an elementary age child, addressed the Board. Ms. Meblin does freelance fundraising and development work and wanted to discuss with the Board the status of fundraising efforts on behalf of the library. She asked questions about the Board's current development plan and suggested ways in which she thought fundraising efforts could be enhanced. Ms. Ruderman explained what is currently being done and recommended that the Board review the existing development plan at an upcoming meeting. The Board thanked Ms. Meblin for her interest and suggestions.

Director's Report

The Board reviewed the written report of the director. Questions were asked about recently stolen DVDs. Ms. Loud apprised the Board that the library won two Public Relations Awards at the recent Massachusetts Library Association annual conference. The awards were third prize for the Community Read logo and honorable mention for the library brochure.

FY08 Budget Update

The library budget passed Town Meeting. Members wanted assurance that the proposed budget was sufficient to meet state certification requirements.

Robbins Library Board of Trustees
May 16, 2007

Call to Order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglione, Patricia Lent, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and [illegible] director Cynthia [illegible].

Approval of Minutes

The minutes of the April 18, 2007 meeting were approved as written on a motion by Ms. Fennelly, seconded by Ms. Muldoon.

Correspondence

Ms. Loud read aloud a letter that she received from Arlington Advocate editor [illegible] informing her that [illegible] will soon be leaving the Advocate to take a position elsewhere and thanking her and the staff for the use of library resources over the last seven years. The Arlington Schools [illegible] donated $250 to the library to assist with children's programs.

Community Time

Amy Mestler, Arlington resident and parent of an elementary age child, addressed the Board. Ms. Mestler does marketing, fundraising and [illegible] work, and [illegible] with the Board the merits of fundraising efforts on behalf of the library. She asked questions about the Board's current development plan and suggested steps in which the library's fundraising efforts could be enhanced. Ms. Ruderman explained what is currently being done and recommended that the Board review the existing development plan at an upcoming meeting. The Board thanked Ms. Mestler for her interest and suggestions.

Director's Report

The Board reviewed the written report of the director. Questions were asked about recently stolen DVDs. Ms. Loud apprised the Board that the library won two Public Relations Awards at the recent Massachusetts Library Association's annual conference. The awards were third prize for the Community Read logo and honorable mention for the library brochure.

FY08 Budget Update

The library budget passed Town Meeting. Members wanted assurance that the proposed budget was sufficient to meet state certification requirements.

Arlington Authors' Program

Tuesday, June 19th has been chosen as the date for this year's Arlington author panel. Michelle Bates Deakin, Patricia Kepler and Gary Goshgarian will participate. Dick Haley has arranged an author program with Boston Globe sports writer Dan Shaughessy for Monday, June 11th. He has written a new book "Senior Year : A Father, a Son, and High School Baseball". Ms. Loud mentioned that she had heard Clare Cook speak at the conference and that she was a very engaging speaker. Ms. Cook is scheduled to be the featured speaker at the library in the fall.

Security Camera Update

One price quote has been received and Ms. Loud is waiting for a second one. There will be several camera locations. A funding amount will be requested at the June meeting. Ms. Ruderman suggested that Ms. Loud speak with the Town Counsel regarding legal notification issues.

Space Allocation/Lighting

Ms. Loud distributed a handout showing the proposed shelving costs for the space reorganization plan. The total of $33,106 is a revision from the previous proposal. Lighting costs are as yet unknown. Ms. Loud will use State Aid funds to hire a consultant to give recommendations and prepare specifications for a lighting solution. Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate $33,106 to purchase shelving, in the following breakdown: Gordon Russell's donation of $10,000 for children's, young adult and paperback shelving and the Hagopian gift for new book and AV shelving. Passed unanimously. The Friends of the Robbins Library will be asked to provide funding for the improved signage.

Russell Fund Allocation Policy

This discussion was a continuation of one started at the last meeting. Mr. Castiglioni distributed a Russell Fund financial report showing earned income, use of capital gains for spending and realized capital gains. After a deduction for expenses, earned income for the first nine months of the year was $25,755. Approximately $10,000 in additional income is estimated for the remainder of the fiscal year. Total earned income of $35,724 could be supplemented with $4,276 in realized gains for a total budget of $40,000. Ms. Muldoon made a motion; seconded by Ms. Fennelly, to budget $40,000 for FY08. Passed unanimously.

Appointment of Nominating Committee

Mr. Castiglioni and Ms. Radochia volunteered to serve on the nominating committee. A slate of officers will be presented at the June meeting.

Friends of the Library Update

Ms. Diminture gave a report of the Friends' activities. The annual meeting was held on Wednesday, April 11th, consisting of a brief business meeting and a photographic lecture by Richard Duffy on the history of Arlington libraries. The fundraiser with the Arlington Friends of the Drama was held on Thursday, April 26th. Ticket sales were somewhat disappointing, although attendees found it to be an enjoyable evening. Discussion of future fundraisers is ongoing. The first-ever Children's/Young Adult book sale was a great success with several willing volunteers and net proceeds of $1100. The Friends would like to increase the number of free programs offered to the public. This will be further discussed in conjunction with the creation of a joint Friends/Trustees events calendar. The trustee liaisons will attend future Friends' board meetings for this discussion.

Other

Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate $480.59 from the Robbins Print Fund to pay for circulating art print bags. Passed unanimously. Mr. Murphy reported that the Board of Library Commissioners' State Aid Task Force will have its last meeting of the year in June. After that, Mr. Murphy will report on the four components of the plan. A public relations committee has now been convened and an invitation has been issued for volunteers to serve. Ms. Ruderman apprised the Board that a representative from Skylight Restorations will assess the "My Boys" sculpture and give an estimate for its cleaning. The Dallin Museum is interested in mounting an identifying sign once the restoration is complete. Ms. Loud asked whether to put an item on the agenda at next year's May meeting to discuss Russell Fund allocations and the Board agreed. The Fox Revenue Study Committee is still meeting and discussing options. Ms. Muldoon attended a conference sponsored by the Phoenix Public Library. Dana Gioia, chairman of the National Endowment for the Arts, spoke about the importance of museums and libraries. He also showed some items in his private collection, including some Dallin sculptures. Ms. Fennelly asked about a timetable for the installation of a self-check station.

Adjournment

The meeting was adjourned at 9:05 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will be held on Tuesday, June 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
April 9, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 14th meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud reported that a check in the amount of $1,635 was received from Arcadia Publishing as royalties from the sale of Richard Duffy's book, "Then & Now:Arlington". Ms. Ruderman mentioned that the Arlington Advocate published an article about the fundraising efforts of the Friends of the Robbins Library and the Board of Trustees.

Director's Report

A "monthly highlights" report was distributed. A full report will be delivered next month. Ms. Loud apprised the trustees of recent acts of vandalism at the library.

Space Planning

Ms. Loud distributed two handouts: 1. Space Reorganization Costs 2. FY06 Circulation/Collection Turnover. She reviewed the credentials of Tom Gilchrist, the space plan consultant. There was discussion about circulation and trends for large print books. Over the last three years, the circulation has increased by 15%. Questions/concerns were raised about moving the large print books to the Reading Room, the suggestions for lighting improvements and the loss of table space in the plan. The consensus of the Board was to implement the changes on a priority basis. Ms. Deal made a motion; seconded by Ms. Fennelly, to authorize Ms. Loud to move forward with all aspects of the reorganization plan except for the large print and periodicals relocations. Pricing guidelines are to be presented at the next meeting. Passed unanimously. Ms. Ruderman suggested that improved signage be included in the total project plan/costs.

Community Read

Ms. Loud discussed the selection process in which the committee narrowed the choice to two titles, “To Kill a Mockingbird” and “Kite Runner”, the latter preferred by a vote of 3 to 2, with one abstention. Ms. Loud told the trustees that an informal poll of patrons revealed a three to one preference for “To Kill a Mockingbird”. Based on this poll, Ms. Ruderman changed her preference and the Board agreed to support this choice. Ms. Loud will inform the selection committee of the decision.

Other

Ms. Ruderman mentioned that the sculpture “My Boys” by Cyrus Dallin is in need of cleaning/restoration and wondered whether there are funds available to pursue this. The Board authorized her to obtain three price estimates for discussion at the next meeting.

Security Cameras

Ms. Loud reported on her findings regarding security cameras. Nine libraries in the Minuteman Library Network have these, most at the library entrance, some in secluded areas. Four other libraries are currently exploring the possibility of installing cameras. American Alarm has done a library site visit and will submit a proposal for several cameras. Ms. Loud will continue research on this topic.

Trust Fund Budget Report

Ms. Muldoon reported that 42% of the allocations from unrestricted trust funds have been spent. The Local History, Children’s and Young Adult budgets still have funds left. Of the allocations from restricted funds, 47% has been spent. The status of other spending is as follows: Fundraising – 43 %, Solicitation – 26 % ($11,000).

Russell Fund Budget Report

The amount remaining in this year’s allocation is $4,618. $35,379 has been spent thus far. Budgets for materials and coordinator labor have been mostly spent down. The budget for performers appears to be on track.

Policy for Determining FY2008 Trust/Russell Fund Allocations

Ms. Loud reminded the Board that a discussion had taken place last year regarding Russell Fund earnings versus annual spending allocations. Ms. Muldoon explained that the town’s Trust Fund Committee meeting has been rescheduled. She would like to get guidelines for determining trust fund allocations. Even in the absence of these, Ms. Loud would like the Board to give her a recommendation for Russell Fund spending at

the May meeting. This is needed to apprise staff members of allocations for spending to begin in July.

Annual Report Flyer

Trustees reviewed a draft of the flyer. Mr. Murphy suggested a re-write of the "Challenges" section.

Other

Vicky Slavin checked framing prices for the recently purchased aerial photographs. The cost is $113 each for framing but no matting, $ 194 for framing and matting. Mr. Murphy made a motion to allocate the larger amount of money from the Robbins Print Fund; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will take place on **Thursday, May 10th at 7:15 PM, location to be announced.**

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
March 14, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and library space planning consultant Tom Gilchrist.

Approval of Minutes

The minutes of the February 21, 2007 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

1. Ms. Ruderman mentioned that the recent pedestrian accident on Massachusetts Avenue prompted much discussion on the local listserv regarding the crosswalks on Massachusetts Avenue. The correspondence was compiled and forwarded to the Board where it was accepted into record. Ms. Loud suggested that a copy be sent to the Town Manager. 2. Ms. Ruderman showed the members a postcard that she had received at home from "Got Books" and expressed concern that their solicitation of book donations could compete with the Friends of the Library book sale drives. She was also concerned about the group's expressed promise to donate proceeds of their book sales to the Friends of the Library USA (FOLUSA). 3. Ms. Loud received a request from John DeVito and Frank Tropea, the Boston-area authors of "Immortal Marilyn" a book about the life of Marilyn Monroe, to do a program at the library in May. They would organize and conduct the program without the assistance of library staff, and would give the library 10 % of the book sales for the evening. The consensus of the Board was that this is in keeping with the existing policy guidelines. 4. Ms. Loud apprised the Board of an upcoming fundraiser to be conducted by Barnes & Noble. The Massachusetts Library Association will receive a percentage of the voucher sales for specific dates.
   5. A request was received from Oakes Plympton to mount a display of local history books that would include order forms for the sale of the books. The Board was not in favor of having the order forms available on the display table, but suggested providing a handout with addresses/phone numbers for obtaining the books. 6. Bruce Carter provided the prices for selected aerial photographs for use in the circulating print collection. His prices are $60 for 17"x22"photos and $15 for 8"x10" ones. Ms. Muldoon made a motion; seconded by Mr. Murphy, to allocate

$1,000 from the Robbins Print Fund, for the purchase of four 17"x22" prints. Mr. Carter is also planning to donate 48 8"x10" photos for the Local History collection.
7. The Arlington Educational Enrichment Fund sent an invitation for participation in the town's upcoming Brain Bee. The Friends of the Library have agreed to pay the $300 team entrance fee, but team members are still being sought. A suggestion was made to issue an invitation to the library's high school pages to participate.
8. Nancy Gentile proposed an additional 7.5 hours of work on the Robbins Print Collection project, at a cost of $200. The request was unanimously approved.

Approval of Informational Exhibit and Art Exhibit Policies

Ms. Loud distributed drafts of the policy revisions. Ms. Deal made a motion; seconded by Ms. Fennelly, to approve the amended Informational Exhibit policy. Approved unanimously. The amended Art Exhibit policy was approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Ms. Ruderman thanked the subcommittee and Ms. Loud for their work on this project.

Annual Report for the Public

Ms. Loud asked what format the Board would like for this year's report to be distributed to the public and to town meeting representatives. The consensus was that last year's format is still acceptable.

Other

In his role as a member of the State Aid Study Committee of the Massachusetts Board of Library Commissioners, Mr. Murphy asked Ms. Loud to provide expertise on a proposed new method of data collection. Arlington will be used as a prototype. Ms. Ruderman reminded everyone of the upcoming Trustee Symposium.

Director's Report

The review of the report was tabled until the next meeting.

Space Allocation Plan

Library Space Planning Consultant Tom Gilchrist presented his space evaluation and proposed re-organization plan. The goal of the plan is to enhance the customer experience at the Robbins Library with improved accessibility and convenience for users and staff, the provision of areas for marketing/display and improved lighting. This plan was formulated after site visits to assess subject collections, a review of existing conditions, shelf counting and measurement of current space allocations, an analysis of collection growth and circulation activity in various areas and first-

hand observation of library use patterns. After the ninety-minute presentation, Mr. Gilchrist and Ms. Loud answered questions of the Board. One issue to be resolved is the location of the Large Print collection. Ms. Muldoon asked about the possibility of separating genre fiction out from the general fiction collection. A question was asked about whether the new paperbacks would be shelved with the new hardcover fiction or with the general paperback collection. Also asked was whether the new children's books could be housed in a more prominent location. The Board will consider approval and commitment to funding for this project. Ms. Loud provided preliminary cost estimates, which will be finalized and discussed at the April meeting.

Adjournment

The meeting was adjourned at 9:53 PM on a motion by Mr. Murphy; seconded by Ms. Radochia. The next meeting will take place on **Monday, April 9th at 7:15 PM in the Community Room.**

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
February 21, 2007

Call to Order

The meeting was called to order at 7:22 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Patricia Deal and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons Mary Margaret Franclemont and John Deyst.

Approval of Minutes

The minutes of the January 10th meeting were approved as written on a motion by Ms. Muldoon; seconded by Ms. Radochia.

Finance Committee Liaisons

Finance Committee liaisons Mary Margaret Franclemont briefed the trustees about the work of the committee. The full committee has only met twice thus far, so there is not yet anything to report. They asked to hear from the Board of Trustees members regarding what to share with the committee about the library budget requests and what needs special emphasis. Ms. Loud expressed particular concern about the building maintenance line item and the library's reliance on part time hours of the Technology Librarian when the library is heavily dependent on technology. Board members noted the issues of Thursday morning and Sunday hours as well the necessity of meeting state aid certification requirements. The Finance Committee liaisons will update the director as the work of the committee progresses.

Communications

1. Oakes Plympton sent a letter to the trustees and administration with several questions and concerns. (dimmer switch for the Community Room lights, signs in the elevator denoting the Lower Level Rear, a request to allow meeting participants to stay until 9:30 PM, a proposal for the selection of the book "Stories of Early 20th Century Life, an Oral History of Arlington" as the 2007 Community Read book title and a request to schedule a book signing for his new book) Discussion took place and Ms. Ruderman will draft a letter in response to the issues raised by Mr. Plympton. 2. Ms. Loud distributed a flyer for the MLA Annual Legislative Breakfast to be held this

year at the Watertown Public Library on Friday, March 23rd. She encouraged everyone to attend.

Director's Report

The trustees reviewed the written report of the director. The Board will send a thank-you note to resident Bruce Carter for his generous donation of copies of his aerial photographs which have been on display at the library for the last month. Clarification was requested about the Fox Revenue Study Committee. Also discussed were regionalization of services, new book drops and the "Conversation Circles" grant for which the library will apply.

Policy on Informational Displays

Ms. Fennelly met with Ms. Loud to review/update the existing policy, with input from Mr. Murphy. At the outset, it was decided to create separate policies for informational displays and art exhibits. Drafts of each policy were distributed. Some discussion centered on entry #8 regarding religious and political displays. The consensus of the group was that displays that include philosophies, general platforms and ideas are acceptable, but those which proselytize or promote particular candidates are not. The spirit of the document was approved, but the final version will be voted on at the March meeting. Ms. Loud mentioned that postcards will be mailed to community groups who have not yet availed themselves of display space.

Policy on Art Exhibits

With some minor changes, the substance of this policy was agreeable to the Board who will take a final vote on it at the March meeting.

Report on Russell Fund Literacy Programs

Trustees reviewed the written report of Liza Halley, Russell Fund Coordinator, regarding the programs which have been held or will be conducted soon with a focus on building literacy. These programs were planned in place of the author programs in the schools that have been funded in previous years. The purpose of the ten diverse programs is to promote literacy and bring children in contact with authors, illustrators, writing, storytelling and poetry. Among the programs are "Stories from Around the World" by Sharon Kennedy, a February author birthday celebration, "Greek Myths for Kids I" by the Hampstead Players, "Family Fun with Poetry" by Jeff Nathan, "Jaws, Claws and Paws" by Karen Chace (animal stories from around the world) and R.E.A.D. – Story Hour with a Dog Team, conducted by year at the Watertown Public Library on Friday, March 22nd. She encouraged everyone to attend.

Director's Report

The trustees reviewed the written report of the director. The Board will send a thank-you note to resident Bruce Carter for his generous donation of copies of his aerial photographs which have been on display at the library for the last month. Clarification was requested from the Fee Schedule Study Committee. Also discussed were regionalization of services, new book shops and the "Conversation Circles" grant for which the library will apply.

Policy on Informational Display

Ms. Fennelly met with Ms. Loud to review the revised policy with input from Mr. Murphy. In the interest, it was decided to create separate policies for informational displays and art exhibits. Details of each policy were discussed. Some discussion centered on entry #5 regarding religious and political displays. The consensus of the group was that displays that include philosophies, general platforms and issues are acceptable, but those which promote particular candidates are not. The spirit of the document was approved, but the final version will be voted on at the March meeting. Ms. Loud mentioned that postcards will be mailed to community groups who have not yet availed themselves of display space.

Policy on Art Exhibits

With some minor changes, the substance of this policy was agreeable to the Board who will take a final vote on it at the March meeting.

Report on Russell Fund Literacy Programs

Trustees reviewed the written report of Lisa Hailey, Russell Fund Coordinator, regarding the programs which have been held or will be conducted soon with a focus on building literacy. These programs were planned in place of the author programs in the schools that have been funded in previous years. The purpose of the ten diverse programs is to promote literacy and bring children in contact with authors, illustrators, writing, storytelling and poetry. Among the programs are "Stories from Around the World" by Sharon Kennedy, a February author birthday celebration, "Greek Myths for Kids!" by the Hampstead Players, "Family Fun with Poetry" by Jeff Mattson, "Jaws, Claws and Paws" by Karen Chase (animal stories from around the world) and R.E.A.D. – Story Hour with a Dog Team, conducted by

Massachusetts Pet Partners. Discussion took place about the programs that have an important impact on a smaller number of children versus the exposure of many children to an author in the school-centered program. This issue will be revisited prior to next year's Russell Fund requests. Ms. Loud reported that a patron had suggested that participants at programs be afforded an opportunity to make a donation to the library trust funds. Ms. Ruderman expressed some concerns about this approach. It will be further discussed at a future meeting.

Mid-Year Review of Trustee and Administrative Goals

Many of the stated goals have been met or are in progress. Administrative -Exterior lighting improvements will take place. A shelving plan is being explored and staff is still looking at examples of signage. The library information kiosk is in place and a self-checkout station will be installed next year. At the end of the year, there will be an evaluation of the DVD rental collection. Nancy Gentile will conduct a focus group within the small business community, the YA advisory board is active and Ms. Loud has joined the Rotary Club. An LSTA grant has been received for database promotion and a group of staff is working on a website revision. In the absence of school librarians to collaborate on it, the Discovery Kits project may not go forward.
Trustee – Goals are in four categories : Library Services to the Community, Library Personnel, Facilities and Financial. Ms. Fennelly agreed to try working on a cooperative calendar with the Friends of the Library. Space needs are being reevaluated and a study/recommendation will be presented at the next trustee meeting. Exterior "no smoking" signs need to be re-placed to prohibit smoking directly outside the front doors of the building. On the issue of security cameras, Ms. Loud will gather information from other Minuteman Library Directors and will present it at the next meeting. The trust fund policy analysis seems to be at a standstill. Ms. Muldoon will check into the status of this project. No progress has taken place on setting up a library endowment. Approximately $19,000 has been brought in from the recent fundraising solicitation. Mr. Ruderman believes that there is a need for substantial additions to the donor name database. Ways to accomplish this were discussed. The annual report of donors will be included in the spring newsletter.

Author Program

The program chair, Pat Deal, was absent. Other members of the Board volunteered to provide the introduction, food and beverages for next week's (March 1st)program with Alice Hoffman in the library Community Room.

Other

Ms. Fennelly made a motion; seconded by Ms. Radochia, to allocate up to $1,000 from the Robbins Art Fund for re-framing of prints. The trustees reviewed an email message from Judi Paradis who is working on a task force to amend education laws to mandate professional librarians in public schools. This would not necessarily be accompanied by additional funding, but would instead divide current funding in different ways. After discussion, a consensus was reached that individual members could actively support the work of this task force, but that the Board would not do so as a group. Ms. Radochia reported that she will soon learn whether Jean Shaheen will be able to be the inaugural speaker for the Margaret Spengler lecture series.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly. The next meeting will take place on Wednesday, March 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
January 10, 2007

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent.

Approval of Minutes

The minutes of the December 13, 2006 were approved with a correction on a motion by Ms. Fennelly; seconded by Ms. Deal.

Communications

1. Thank-you notes were received from staff members Louise Crosby and Maureen Sonnie for the Board's thoughtfulness in hosting the staff holiday luncheon. 2. Ms. Loud received an email from Bill Talentino, the president of the Minuteman Library Network, regarding possible de-certification of the Medway Library. Ms. Deal made a motion; seconded by Ms. Fennelly, to deny borrowing privileges to Medway residents in the event that the library is de-certified.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about the state's public library matching incentive funding program, the greeter table and downloadable audio books.

Budget Update

Ms. Loud distributed a spreadsheet showing FY07 allocations and FY08 requests. The Town Manager's office is still working on the library budget. Ms. Loud will keep the Board apprised of the status. Finance committee liaisons will visit in either February or March.

Display Policy

This discussion revisited an earlier issue from the December meeting. Issues in question are: 1. Allowing individuals to reserve the exhibit table, as well as groups 2. Multiple reservations by the same group within a two-year period 3. Several displays on the same or similar topic in a short period of time. Ms. Ruderman proposed a plan to tie displays to particular events/months while proactively soliciting displays and coordinating with non-

profit groups. Ms. Loud suggested consulting the MLN Information and Referral database for names of groups. A 24-month calendar would be employed rather than a 12 month. The consensus of the Board was not to allow any bookings for 2008 while the policy is being re-worked. Ms. Fennelly and Mr. Murphy will serve on a sub-committee to review the policy and make a recommendation for revision. They will report at the February meeting. Ms. Muldoon may also be able to assist.

Author Program

Ms. Deal reported that she is looking at the possibility of three different authors. Susan Cheever and Nathaniel Philbrick (the author of Mayflower) are two of them. Claire Cook is willing to speak at a fall program. During the discussion, trustees also suggested Mary Gordon who has written a new book of short stories and Alice Hoffman, who last spoke at the library nine years ago. Ms. Deal will report back on progress.

Annual Report

Ms. Loud presented a draft of the report. Ms. Ruderman suggested that trustees notify Ms. Loud in writing about grammatical/semantic corrections. Ms. Fennelly made a motion to accept the report ; seconded by Ms. Muldoon. Passed unanimously.

Fundraising

The solicitation has thus far brought in $18,886 from individuals and $1,400 from businesses. A decision was made to send reminder postcards to non-responders.

Request for Supplemental Budget for Art Prints

Vicky Slavin submitted a supplemental budget request in the amount of $2,535 to pay for new print purchases, supplies and labor for the print assistant. Ms. Muldoon made a motion to allocate this amount from the Robbins Print Fund ; seconded by Ms. Fennelly. Passed unanimously. Ms. Ruderman suggested purchasing copies of some of the aerial photographs currently on display in the Reading Room to add to the circulating print collection.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon made a brief report. The spending seems to be appropriate for this point in the fiscal year.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni reported that $25,489.60 has been spent thus far out of an allocation of $39,998. (approximately 60 %)

Mid-Year Evaluation of Trustee and Administrative Goals

This topic was deferred until the next meeting.

Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Muldoon. The next meeting will take place on **Wednesday, February 21st** at 7:15 PM in the **Community Room.**

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
December 13, 2006

Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. Barbara Muldoon was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Communications

Ms. Ruderman presented a note from Ophelia Dahl of Partners in Health thanking the Board for the trust fund donation. This had been made in lieu of a speaker honorarium for Serena Koenig, MD, who had spoken at a library program in conjunction with the community read of "Mountains Beyond Mountains". Ms. Deal read from a note received from author and book critic Gail Caldwell, thanking the trustees for hosting her at their semi-annual author program. Ms. Ruderman, Ms. Fennelly and Mr. Murphy reported on the staff holiday luncheon that took place on Monday, December 11th. The staff really enjoyed the gathering. Claire Anderson of the Circulation Department was honored for her twenty years of employment.

Director's Report

Ms. Loud distributed copies of the final October 2006 (preliminary report at the November meeting) and the November 2006 reports and the trustees reviewed them.

State Aid Study Committee

Mr. Murphy gave an update on the work of this Board of Library Commissioners committee, of which he is a member. The twenty-five members have held several meetings regarding the pros and cons of the current State Aid program/formula. A timeline for changing/updating this program has been discussed. Even small changes could take two-three years to accomplish. A complete overhaul might take as long as ten years. There are three sub-committees that are working on different aspects of the program. A significant decision about how to decide the local appropriation is being approached. A prior discussion deemed that it would be desirable to explore a Trustee Roundtable meeting at Robbins, hosting a to-be-determined number of library trustees from the immediate surrounding municipalities to Arlington. The Massachusetts Library Trustee Association (MLTA) has been urging towns to consider conducting such meetings to enable better information exchange. Mr. Murphy suggested that one timely topic for such as roundtable this spring might be State Aid for Libraries, as per the above discussion. He volunteered to work with Ms. Loud to work out the details.

Fundraising

Ms. Ruderman reported that solicitation letters were recently sent to individuals and local businesses. She feels that the economic and fundraising climate is more positive than last year, so is hopeful for a good response. Ms. Loud reported that some donations have already been received. Ms. Ruderman mentioned a potential strategy for future growth of the donor database.

Friends of the Library Update

Ms. Diminture updated the Board on the work of the Friends of the Library. The antiques appraisal program which had been postponed by Skinner was held on December 7th. All tickets were quickly resold and the audience was enthusiastic about the program with appraiser Stuart Whitehurst. The Friends' next fundraiser will be an April 26th benefit performance of "Carousel" by the Arlington Friends of the Drama. Ticket prices are $25 for Friends' members and $30 for the general public. Legislation requiring an insured bartender for distributing wine may cause the pre-performance refreshments to be non-alcoholic. General admission tickets to this event will be sold beginning in February. The Board of Directors is committed to increasing membership this year. Helen Krikorian will head a Membership sub-committee. The Friends' membership database has been converted from Access to FileMaker. The book sale committee has concluded that they will not conduct a mid-winter book sale this year, but may try a "children's books only" sale in conjunction with a future Russell Fund event. The Friends agreed to provide supplemental funds for equipment for this year's database promotion grant. The funds will purchase a wireless handheld microphone and an electric screen as well as pay for installation, wiring and labor for the new video sound system in the Community Room.

Outline of Annual Report

The consensus of the Board was to continue the previous format for the annual report to be included in the town's comprehensive one. For the shorter version for distribution, Ms. Ruderman suggested patterning ours on one like that of the Newburyport Public Library. This will be discussed in more detail at the next meeting.

Author Program Proposal

Ms. Deal has not yet been able to follow up on a proposal by Haley Booksellers. She will contact them for additional information and report back. Ms. Loud suggested trying one of their programs on an experimental basis.

Policy on Public Display Table

The public display policy was re-visited. The question had been raised about whether display table eligibility was limited to non-profit groups or if an individual who identified with a group should be allowed usage. Comparison of other libraries' policies and an interpretation of the Library Bill of Rights regarding exhibit spaces brought up more discussion questions. The topic will be made an early agenda item for next month's meeting, with additional discussion and action on any desired revisions to the existing policy.

Budget Update

Ms. Loud will meet with the Town Manager next week regarding the proposed budget and will keep trustees informed of the status. A request for funds for a waterproofing project has been submitted as a capital budget item. Another request may need to be deferred to cover this cost.

Other

This year, the School Committee (with Ms. Fennelly as the discussion leader) and the Selectmen (Ms. Loud led the discussion) participated in book discussions of the Community Read book "Mountains Beyond Mountains". Ms. Fennelly proposed that, in conjunction with next year's Community Read, the Board of Trustees hold a similar discussion program. Ms. Loud further suggested that some members of the Board serve on the book selection committee. Ms. Deal and Ms. Ruderman agreed to participate.

Adjournment

The meeting was adjourned at 9:15 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will take place on Wednesday, January 10, 2007 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
November 8, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending was library director Maryellen Loud.

Approval of Minutes

The minutes of the October 11, 2006 meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

The following communications were brought up and discussed as indicated:

a. A number of the Robbins Library print collection items have been on temporary loan to the Unitarian Universalist Church for display. The Church has requested of the Library Director that the prints be allowed to remain on loan for an indefinite period or transferred to permanent loan status. The Trustees (without vote) directed that the request be turned down and they be restored to the Library collection by the end of the calendar year.

b. At the last Trustee meeting, under Communications, the Partnership of the Historic Bostons requested that the library host a traveling exhibit kiosk on the history of early Boston, possibly in conjunction with a lecture/slide on the Partnerships' information covering the two Bostons. The Trustees asked Ms. Loud to obtain more information on the request. As a result, at this meeting, the Trustees directed Ms. Loud to explore scheduling for November 2007 or early 2008 to avoid any conflict with the 200th anniversary celebration of the town.

c. Since the Chair (Ms. Ruderman) was leaving this meeting prior to its closing, Mr. Murphy asked to bring up a subject from Other Business. It concerned the possibility of Arlington hosting a Library Trustees Round Table later this fiscal year, inviting Library Directors and Trustees from surrounding municipalities to discuss an agreed-upon set of topics of mutual interest. The Board agreed to explore the request in next month's meeting at greater length; Mr. Murphy agreed to provide more detail at that time.

Director's Report (Preliminary)

The Board reviewed the (preliminary) report of the Director. Queries from various Trustees included: "Pimsleur tapes" described; the laptop thievery in some detail; and the rescheduling (at the very last minute) of the Friends Appraisal program.

Community Read

The year-long Community Read schedule is proceeding with good reaction across Arlington to all the planned events. The Serena Koenig lecture highlighted the October items, with the final book discussion in mid-November.

A possible community read for 2007 was received from an Arlington citizen (Mr. Oakes Plimpton), with the subject being that of Arlington history. The Board reviewed the written proposal, discussed it and decided that the subject matter did not match the Community Read type of literature, but might be an appropriate title for the 200th Anniversary Celebration Committee to consider.

Program Proposal

Ms. Loud presented informational materials on a program, YOUNIQUELY 4 U, sponsored by Checkpoint Systems. After review of the materials, the Trustees decided the library should not participate at this time.

Public Display Policy

Ms. Loud informed the Board that the public display table is scheduled more than a year in advance. Few libraries in the Minuteman Library Network offer display space to community organizations. The Trustees will discuss the policy further at the next meeting.

Outline of Annual Report

A proposed outline for the coming year was included on the agenda and in draft form for Trustee review, using the same format as this year's report. For lack of time, it was moved to next month's agenda.

Other Business

Ms. Muldoon requested the Board consider and approve an increase of $120 in the line item for the Robbins Print Fund assistant. After the rationale was presented, the trustees approved this on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, December 13th.

FY2008 Budget Submission

The budget materials package prepared by Ms. Loud for submission to the Town Manager on November 10 was included in each Trustee's folder for review and discussion. It included the complete set of budget information components for the Library system, with only minor items still to be completed. The format is the same as this fiscal year's submission, plus the narrative portion supplied to the most recent Town Meeting review.

Time was allowed for the Trustees to look over the package contents, followed by various questions for clarification of included items. After some discussion, including selected items of a proposal nature (Sunday hours with personnel estimates, and a part-time technology librarian), the package was accepted by the Trustees with the suggestion to increase the funding requested for materials.

FY07 Trustee Goals and Objectives

The Trustee subcommittee (Ms. Fennelly, Ms. Muldoon, Mr. Murphy) met to prepare an updated Goals and Objectives paper, which was delivered to the Board for their review. Several points were brought up and clarified, with some minor modifications made to the draft. Ms. Muldoon made a motion to approve, seconded by Mr. Murphy, which was then approved by the full Board.

Fundraising Solicitation

Ms. Ruderman had prepared for Board review/comment three draft fundraising letters: two drafts to select from for individual solicitation, and one corporate-oriented letter. The Board made a suggestion for revision to the corporate draft, which was then released for transmittal. After discussion of the pros/cons of each of the two individual letters, the Board requested that Ms. Ruderman create a new letter with sections from both drafts. Finally, there was agreement on mailing particulars, in order to get the letters into the mail by the next meeting.

Author Program

Haley Booksellers submitted a proposal to the Board suggesting a possible collaboration with the Trustees Author program, which was brought up but not reviewed at the last Trustee meeting. After consideration, the Trustees directed Ms. Loud to obtain additional information from Mr. Haley so the Board could determine if the collaboration would enhance the current Author program.

Ms. Deal reported that the October event featuring Gail Caldwell was well received by an enthusiastic audience.

Memorial Lecture Program

Ms. Radochia reported that the meeting with the full Memorial Lecture Committee had not yet been held, but the planning for the first lecture, possibly involving Jeanne Shaheen, was on track for November of 2007 or the spring of 2008.

Community Read

The year-long Community Read schedule is proceeding with good reaction across Arlington to all the planned events. The Serena Koenig lecture highlighted the October items, with the final book discussion in mid-November.

A possible community read for 2007 was received from an Arlington citizen (Mr. Oakes Plimpton), with the subject being that of Arlington history. The Board reviewed the written proposal, discussed it and decided that the subject matter did not match the Community Read type of literature, but might be an appropriate title for the 200th Anniversary Celebration Committee to consider.

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Outline of Annual Report

A proposed outline for the coming year was included on the agenda and in draft form for Trustee review, using the same format as this year's report. For lack of time, it was moved to next month's agenda.

Other Business

Ms. Muldoon requested the Board consider and approve an increase of $120 in the line item for the Robbins Print Fund assistant. After the rationale was presented, the trustees approved this on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, December 13th.

Respectfully Submitted,

Frank Murphy

Robbins Library Board of Trustees
October 11, 2006

Call to Order

The meeting was called to order at 7:16 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 15, 2006 meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. The minutes of the September 18, 2006 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

1. Arlington High School students will be participating in the "I Have a Dream" Civil Rights Tour, taking them to Alabama and Georgia. They will be conducting fundraising events for the trip. As a thank-you to supporters, they would like to exhibit "fundraising footsteps" of donors in the library upon their return. The Board affirmed its support for this project. Ms. Ruderman suggested a coordinating book display. 2. Circulation staff have requested to hold a fine amnesty month in November, as a way to encourage patrons to return overdue materials. This was approved. 3. The Partnership of the Historic Bostons requested that the library host a traveling exhibit kiosk on the history of early Boston. Miriam Butts would coordinate the display and also offered a paid lecture/slide show to share the Partnership's background information on the links and enduring legacies between Boston, Lincolnshire, England and Boston, Massachusetts. The Board discussed whether to offer this program or whether it would more appropriate as a Friends of the Library activity. The Board directed Ms. Loud to explore potential dates for the exhibit and/or program.

Memorial Lecture Program

Ms. Ruderman updated the Board on the status of the project. She had agreed to approach the Arlington Historical Society about the potential for a co-sponsored lecture. However, a speaker has already been engaged for this program which will be held in March. The consensus of the Board was not to go forward regarding the co-sponsorship. A meeting of the Memorial Lecture Committee will be scheduled.

Director's Report

The Board reviewed the written report of the director. Questions were asked about moisture and door lock problems and issues with the memorial bench.

Trustee Goals/Objectives

Mr. Murphy apprised the Board of the philosophy and methodology that he used in re-writing and re-formatting the trustee goals and objectives. The proposed format uses a long-term set of goals followed by specific annual goals and objectives. Ms. Fennelly suggested the formation of a sub-committee to further study and refine the goals/objectives. Ms. Fennelly, Ms. Muldoon and Mr. Murphy agreed to serve on a subcommittee and will meet for a discussion. They will report to the full Board at a future meeting.

Fundraising

Ms. Loud distributed information regarding a public library matching funds program created through recent legislation. Ms. Loud has set up a separate municipal fund to accept donations to qualify for matching. The goal of the program is to match funds at a ratio of 50 cents/$1.00, but the first year total allocation makes it unlikely that the funds will be that significant. The Friends of the Library annual allocations could be transferred to the special fund to enable matching.

Budget Preparation FY08

Ms. Loud reported that department heads have been directed to prepare budget narratives, but she has no other information to report as of yet.

Author Program

The November 5th program with Gail Caldwell will be advertised through a postcard mailing. Ms. Radochia will obtain paper goods and Ms. Fennelly and Ms. Deal will bring refreshments. An effort will be make to obtain names/addresses/email addresses of attendees with the goal of building a new program database.

Community Read Program

The first book discussion will be held on November 12th. At the Serena Koenig lecture on October 25th, high school students who read the book "Mountains Beyond Mountains" as summer reading will sell refreshments as a fundraiser for Partners in Health's work in Haiti.

Revision of Policies

Four revised policies were brought before the Board for approval : 1.Computer Use in the Library 2.Internet Use Policy 3.Study Rooms 4.Tutors. After discussion, the following votes were recorded: Policy 1 approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Policy 2 approved on a motion by Ms. Fennelly; seconded by Ms. Deal. Policies 3 and 4 approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Discussion also took place about an individual request for use of the public display table. The policy regarding individual usage will be clarified. Ms. Loud was directed to tentatively schedule the display and to preview and approve the appropriateness of the materials to be displayed.

Adjournment

The meeting was adjourned at 9:15 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, November 8th in the Community Room.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
September 18, 2006

Call to Order

The meeting was called to order at 7:22 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Susan Ruderman. Joyce Radochia was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Russell Fund coordinator Liza Halley.

Russell Fund Programming

Ms. Halley elaborated on her September 12th memo, written with Marianne Uttam, Head of Children's Services, which proposed to shift the $2,400 that is usually spent each year on author programs in the schools to library programs that celebrate literature and promote library use. In addition to problems with the coordination of the author programs in the schools, Ms. Halley explained that the allocation of $2,400 draws precious money away from potential library programs, thus reducing the library's visibility and the ability to celebrate literature and promote the library as effectively as might be possible. The children's services staff hopes to offer additional programs related to the theme of folk tales and stories from around the world, such as a favorite book activity, multicultural book festival, birthday party for favorite authors and book groups for a variety of age groups. The trustees asked many questions of the coordinator, expressing some concern that such as shift would reduce the program opportunities for some children who don't regularly visit the public library. In regard to children's participation in library book groups, Ms. Ruderman suggested coordination with the Boy and Girl Scouts organizations in satisfying merit badge requirements. Mr. Murphy suggested an evaluation of the schools' participation last year as well as information on this year's program, to see if a mixed approach might be feasible for next year. Ms. Fennelly made a motion; seconded by Ms. Deal, to allocate $2,400 of the Russell Fund budget to in-house programming proposed by Liza Halley and Marianne Uttam. Passed unanimously. Ms. Muldoon amended the motion to include the submission of a mid-year progress report. Passed unanimously.

Approval of Minutes

Communications

1. Gordon Russell and a friend toured the library. Mr. Russell also made an unrestricted gift to the library. 2. Joyce Radochia and Patricia Deal have been appointed by the Town Manager to a committee to study raising revenues to enable the Fox Branch Library to become self-supporting. Other members of the committee are: Maryellen Loud (Library Director), Kevin O'Brien (Planning Department), Jack Hurd (Selectman), Allison deSeife (Branch Librarian), Patsy Kraemer (Robbins House and Town Hall facilities manager) and Hillary Rappaport (community representative/ Fox Library user).

Update on the Establishment of a Foundation

Ms. Ruderman reported on her consultation with the state Ethics Commission regarding the question of foundation trustees. The attorney with whom she spoke confirmed that the entire Board of Trustees of the library should not constitute the foundation board. However, application can be made to the commission to allow some trustees to also serve as foundation trustees. Documentation such as town by-laws and information on the creation of the foundation will need to be submitted. The Ethics Commission would render an opinion regarding a potential conflict of interest. Based on this opinion, the Board will consider further action. Ms. Deal made a motion; seconded by Mr. Murphy, to assemble the necessary paperwork to go forward with a request for a ruling. Passed unanimously. The letter of application will be copied to Arlington Town Counsel. Ms. Ruderman will report to the Board once she receives a response.

Fundraising

Mr. Ruderman discussed the possibility of a merged Friends and donors database for the upcoming solicitation. She is concerned about competing fundraising campaigns such as that of the town's Bicentennial committee. It was decided that donors of more than $150 will automatically be made life members of the Friends of the Library. Corporate donors have not been solicited in eighteen months and Ms. Ruderman believes that the timing of this solicitation should be brought in line with that of the campaign to individuals. The solicitation will take place in October. Richard Duffy sent a memo regarding the proceeds of the sale of his new book, "Arlington Then and Now" at the library. The local history room of the library will receive $1570 (with royalties to follow) from the sale proceeds.

Scheduling Trustee Meetings

From now through April, Board meetings will take place on the second Wednesday of each month. The next meeting will take place on Wednesday, October 11th at 7:15 PM.

Margaret Spengler Lecture Series

Ms. Radochia is unable to work on this project for approximately one month. Ms. Ruderman proposed that the Board of Trustees offer to co-sponsor an Arlington Historical Society lecture that has been scheduled for May on the role of women in government. This could serve as the first memorial lecture for Mrs. Spengler, if there is acceptance by the Historical Society. Ms. Ruderman will contact them for permission and to assist with coordination. She will also consult with Ms. Radochia and the members of the Memorial Lecture Series Committee regarding this idea.

Community Read

Ms. Loud reported on her efforts to secure a speaker from Partners in Health for a program related to the Community Read of the book "Mountains Beyond Mountains" by Tracy Kidder. Dr. Serena Koenig agreed to speak this fall. The Board will offer an honorarium of $500.

Trustee Goals and Objectives

Mr. Murphy re-wrote the existing goals and objectives using a baseline of critical levels of library services. Trustees were asked to study these for discussion and possible revision at the next meeting.

Schedule of Holiday Closings

Ms. Loud distributed the proposed schedule for calendar year 2007. Ms. Deal made a motion; seconded by Ms. Muldoon, to accept the schedule. Approved unanimously.

Policy Revision

Ms. Loud brought up the subject of a policy revision regarding study room/tutor usage. After much discussion, it was decided that Ms. Loud would discuss this again with Jennifer DeRemer, Head of Adult Services.

Preliminary Discussion of Next Year's Budget Preparation

Ms. Loud reported that she has no new information to report, but will keep the Board apprised of the status of the budget process.

Author Programs

Ms. Deal noted that Gail Caldwell been confirmed as the speaker for a program to be held on Sunday, November 5th at 3 PM.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about the "greeter" project, exterior lighting and plant maintenance.

Update on Friends of the Library

Ms. Diminture reported on the activities of the Friends of the Library. Amy McElroy, the new Friends' administrative coordinator is off to a great start. She arranged the volunteer corps for the recent Town Day book sale as well as working at the sale herself. The book sale was a success, netting more than $5,000. Margarida Mappletoft has agreed to coordinate the ongoing book sale and has been working with the former coordinator,

Susanne Blair, during the transition. A fundraiser, an Antiques Appraisal evening, will take place on Thursday, November 2nd at Town Hall. On April 26th, the Friends will once again partner with the Arlington Friends of the Drama to present a benefit performance of Carousel, with a wine/cheese reception. The Friends now have over 400 members and the Board of Directors is committed to trying to increase membership.

Other

Ms. Loud distributed a flyer about a Massachusetts Board of Library Commissioners program on the subject of conducting an annual fundraising appeal. Mr. Murphy told the Board that he has been selected to serve on an MBLC committee to study the issue of state aid allocations.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, October 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
August 15, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending, library director Maryellen Loud.

Communications

Ms. Ruderman shared with the trustees the original plans for Robbins Library that she had found on E Bay. These plans were pages from the publication: American Architect and Building News.

A patron had expressed concern regarding the content of a book display set up in the library by an Arlington group. The Board felt the display met the display policy.

Directors Report

Trustees reviewed the written report and asked questions regarding the outside lighting being planned for the library grounds.

Town Day

The library trustees will have a table at Town Day, September 9th. A sign up sheet was circulated so that trustees could sign up to assure coverage during the day.

Administrative Goals

Ms. Loud distributed copies of the Administrative Goals for the upcoming year. Following a review by trustees Ms. Fennelly made a motion, seconded by Mr. Murphy, to approve the goals. Passed unanimously.

Trustee Goals

Ms. Loud distributed copies of prior year trustee goals for updating. Mr. Murphy volunteered to reformat the Trustee Goals and Objectives for review at a future meeting. The need for refining the Community section was expressed.

Russell Fund Report

The FY 2006 Russell Fund Report was distributed for trustee review. It was recommended that any grammatical corrections be emailed to Ms. Loud. Ms. Fennelly made a motion, seconded by Ms. Muldoon, to accept the report. Passed unanimously.

Russell Fund Budget

Mr. Castiglioni, the Treasurer of the Russell Fund, presented the FY 2007 budget for review. Trustees discussed a recommended change to transfer the funds currently used to fund author programs in the elementary schools to other activities. Ms. Fennelly made a motion, seconded by Mr. Castiglioni to approve the 2007 budget, though further discussion was requested for the school program change. Budget passed unanimously.

Trust Fund Allocations – FY 2006

Ms. Muldoon, the Treasurer of the Robbins Library Trust Funds, circulated a summary of Fund expenditures for FY 2006. She presented an analysis of the various fund categories including those that were fully expended and those where funds will be carried forward to FY 2007. Ms. Loud expressed concern with the vendors for the purchase of circulating prints. Ms. Muldoon suggested the possibility of purchasing original prints in order to generate increased interest in the collection.

Trust Fund Budget – FY 2007

Ms. Muldoon distributed a recommended budget for Trust Funds for FY 2007. She shared the observation that due to market changes, 2007 would be an improved year for income from the Funds. Ms. Loud distributed requests for funds prepared by Library staff, by department. The budget presented by Ms. Muldoon grouped the requests by source of funds, allocating restricted funds where there was a match. Unrestricted funds were then used to fill remaining requests. Following a discussion by trustees, Ms. Fennelly moved, seconded by Ms. Deal, to accept the budget as presented. Passed unanimously.

Robbins Library Foundation

Ms. Ruderman discussed a concern regarding foundations: Is there a conflict of interest for trustees to serve on the Robbins Library Foundation? She said that the Massachusetts Library Trustees Association was presenting this issue to the State Ethic Commission.

Fox Library and Community Center

Ms Loud discussed the goal of the Town Manager to work toward self- sufficiency for this complex. He plans to put together a committee to review options for support of the Fox Library and the Community Center.

Fundraising

Discussion of the annual appeal was deferred to the next trustee meeting.

Ms. Loud reported that Richard Duffy had offered to donate proceeds from his new book to the Library's Local History Collection. A book signing has been scheduled for Thursday, September 7th for the book. Library trustees are needed to help. Ms. Deal and Ms. Radochia said they would assist with the book sale.

Other

Ms. Loud discussed that as Christmas was on a Monday this year, the plan is to keep the Library open on Saturday, December 23rd. Trustees discussed this and there were some differences of opinion. The Board decided that the library would be open on Saturday.

The next trustee meeting was scheduled for Tuesday, September 12th.

The meeting was adjourned at 9:35.

Respectfully submitted,

Patricia Deal

Robbins Library Board of Trustees
June 13, 2006

Call to Order

The meeting was called to order at 7:18 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Communications

1. A thank you note was received from the Cultural Enrichment Coordinator at St. Agnes School thanking the Russell Fund for the visit by author Matt Tavares. 2. A citizen, Stephen Baker, communicated via e-mail his concern about the three-month booking policy regarding the Robbins Library meeting rooms. He also questioned differing policies for meeting spaces at the Robbins and Fox libraries. Ms. Loud will let him know that Fox meeting rooms, as the community center portion of the building, are reserved by the Arlington Human Services Department. Trustees discussed whether to alter the existing policy at the Robbins regarding advance bookings. The consensus was to keep the policy. Ms. Loud will so inform Mr. Baker. He will also be advised to contact alternative venues such as the Council on Aging Senior Center and the Community Safety Building. 3. A generous donation was made to the library by Somerville resident Marjorie Gans in memory of her parents. She would prefer that some books be purchased in their memory, but made clear that the gift comes with no restrictions.

Director's Report

Trustees reviewed the written report of the director and asked questions regarding technology projects and issues and the hiring of a Friends of the Library coordinator.

Preliminary Discussion of FY07 Administration/Trustee Objectives

Ms. Loud distributed copies of the FY06 trustee goals/objectives. It was suggested to make new headings to move some items out of the "Community" heading. Trustees should consider these and come to the August meeting prepared to discuss in detail. Ms. Loud will also bring administration goals/objectives to the meeting for review.

Preliminary Russell Fund Allocations

Liza Halley and Marianne Uttam made two preliminary requests for allocations; one for $3,000 for summer programs and the other for $1,200 for the coordinator salary. Ms.

Deal made a motion to allocate $4200 through the end of August; seconded by Mr. Castiglioni. Passed unanimously.

Local Author Program

Flyers were distributed advertising the upcoming Arlington author panel. Board members volunteered to provide refreshments.

Community Read

Ms. Loud has thus far received no response from the agents for Tracy Kidder or Paul Farmer. She will follow up by telephone.

Medway Library

Ms. Loud updated the Board on the status of the Medway Library which has suffered serious budget cuts. Their budget has been reduced from $285,000 to $107,000, which will be used in concert with some small revolving and trust funds. Operating hours will be reduced to twenty per week and the library director's vacant position will remain unfilled. No new materials will be purchased but their membership in the Minuteman Library Network will be retained. The Board discussed whether to continue extending borrowing privileges to their residents if the library is decertified. Ms. Deal made a motion; seconded by Mr. Murphy, to deny borrowing privileges to Medway residents in the event of the library's decertification. Passed unanimously.

Update on Safety Concerns – Library Way

Ms. Loud updated the trustees on the implementation of the recommendations of the town's Transportation Advisory Committee. Phase I items have been implemented or are in process. As for the phase II items, several are included in a Massachusetts Avenue project to be accomplished with state and federal funding, which may not be in place for 2-3 more years. The Board requested that Ms. Loud write a letter to the Town Manager expressing its concern with the delay in implementation of the Phase II recommendations, as this could compromise pedestrian safety. They hope that all recommendations can be implemented as soon as possible with the exception, for financial reasons, of the construction of sidewalk bump-outs at either end of the crosswalk across Massachusetts Avenue. In another matter, Ms. Loud is still addressing the issue of the library's outside lighting.

Friends of the Library Update

Ms. Diminture provided an update on the activities of the Friends of the Robbins Library. There are two excellent finalists for the position of Friends Coordinator and a final hiring decision will be made soon. At their June meeting, the Friends Board of Directors voted

to allocate over $35,000 in funding for FY07 in response to staff requests. One request was to fund small scholarships for a library page(s) planning to attend college. The trustee board was in favor of such a program. Tax implications would need to be examined and program guidelines drawn up. An author program will be held on June 21st with Jeanne Bracken as the speaker. November 2nd has been reserved as the date for the Friends' Appraisal Night fundraiser, to be held at the Town Hall. Mr. Murphy suggested that the Board send a thank-you note to the Friends group for its efforts on behalf of the library.

Fundraising

Ms. Ruderman has been investigating some potential business partners, but has no firm commitment as of yet. Ms. Loud requested that the Board approve an alternate funding source for a Discovery Kits project ($7,000) if it does not receive grant funding through the Massachusetts Board of Library Commissioners.

Memorial Lecture Series

Ms. Radochia reported that Elaine Shea has sent letters to two potential speakers for the inaugural program in the Margaret Spengler Memorial Lecture Series. The Board expressed interest in sending letters of interest to a broader pool of speakers and would like to preview all future correspondence regarding the lecture series. Ms. Ruderman will contact Elaine Shea concerning this. Ms. Radochia and the other trustees agreed to delay the timetable for this program in light of the upcoming Centennial Year programs. Ms. Radochia will update the Board in October.

Sponsorship of Richard Duffy Program

Ms. Loud reported that Richard Duffy's recent book "Arlington Then and Now" has been delivered to the publisher. The Local History Room of the library will receive proceeds of 12 % of the wholesale price for all sales. The Board of Trustees will sponsor an author program/book signing in late September/early October.

Election of Officers

Ms. Deal and Ms. Muldoon served as the nominating committee. The slate of officers presented for FY07 was as follows: Chair – Susan Ruderman, Vice-Chair – Katharine Fennelly, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. The slate was approved unanimously on a motion by Ms. Radochia; seconded by Mr. Murphy.

Other

Ms. Loud distributed a revised/updated computer usage policy, which the Board approved as written. Ms. Loud informed the Board that the supply of library letterhead stationery has been depleted. Since at least half of the library mailings last year were related to trustee activities, she requested that one/half of the cost for new letterhead be paid with trust funds. This was approved.

Date of Next Meeting

The next meeting will take place on **Tuesday, August 15th at 6:15 PM (dinner meeting) in the Community Room.**

Adjournment

The meeting was adjourned at 9:25 PM on a motion by Mr. Murphy.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
May 9, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the April 12th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

Brett Campbell, who had planned to attend tonight's meeting, has decided to postpone his offer to coordinate an art display at Fox Branch because he is embarking on a new business opportunity.

Author Program

Ms. Deal thanked the office staff for completing the mailing of the flyers for the upcoming author program with Anita Diamant. Ms. Loud apprised the group of the other PR efforts for this event (library web site, Arlington Advocate, Boston Globe and Arlington list). Trustees discussed arrangements for the evening, including food, drinks, flowers and paper goods. Ms. Loud told the Board that she has arranged an Arlington author program for Wednesday, June 28th. Suzanne Gordon, Oakes Plympton and Christopher Castellani have already agreed to speak. Regarding an author program in conjunction with the Community Read, Ms. Loud has approached both Paul Farmer and Tracy Kidder, the subject and author of the book "Mountains Upon Mountains". She is discussing scheduling possibilities with their agents.

Margaret Spengler Lecture Series

Ms. Radochia reported that she met with Elaine Shea and they are considering speakers for the inaugural event in the series. They discussed the possibility of an invitation-only kick-off party with admirers of Ms. Spengler. Volunteers will be sought and funding sources finalized. Speaker availability will determine the date of the first program. Ms. Radochia will report more fully at the June meeting.

Fundraising

Ms. Ruderman has been giving more thought to the fall business solicitation. She is seeking people from the trustees' nominations of business leaders to serve on a committee to act on the library's behalf. Ms. Ruderman is hoping to convene a meeting at the end of the summer. Ms. Loud reported that the library applied for two LSTA grants from the MA Board of Library Commissioners. If allocations do not allow funding of both grant proposals, Ms. Loud asked the Board to identify an alternative funding source for the "Discovery Kits" grant.

Trust Fund Policy Update

Ms. Muldoon sent the proposal from Kirkpatrick and Lockhart to John Maher. He will meet with John Bilafer regarding the possibility of hiring outside legal counsel for the trust fund project.

FY07 Budget Update

The library budget passed Town Meeting last evening. The only question asked was about the ability of this budget to meet State Aid certification requirements.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about Fox Branch personnel changes, Reading Room rentals, retention of the LP collection and exam proctoring.

Appointment of Nominating Committee

Ms. Deal and Ms. Muldoon agreed to serve as the nominating committee to present a slate of officers at the next meeting.

Adjournment

The meeting was adjourned at 8:40 PM on a motion by Ms. Radochia; seconded by Mr. Murphy. The next meeting will be held on Tuesday, June 13th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
April 12, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 14th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud discussed the library participation in the upcoming Patriot's Day parade. She also reported that she had talked to Selectman Jack Hurd and Brett Campbell regarding the proposed art exhibits at the Fox Branch Library. They will attend the next trustees' meeting to discuss their proposal and answer questions.

Director's Report

The board members reviewed the written report. Questions were asked about the memorial bench for Rosalind Kantrowitz to be installed on the library lawn, the problem of disruptive children on Thursday evenings and building facility issues.

Trust Fund Budget Report

Ms. Muldoon gave an update on trust fund spending. Overall, 37% of this year's funds have been expended. Ms. Loud explained that staff spends the municipal budget first and that a significant amount of materials from trust funds has been ordered but not yet received.

Russell Fund Report

Mr. Castiglioni reported that $29,675 (74%) of the Russell Funds have been spent thus far. The balance is $10,324. Spending is on schedule for this point in the fiscal year. There are still funds remaining in the YA programs, performers and coordinator labor categories.

Author Program

Ms. Deal updated the board about the schedule of programs. On Thursday, May 25th, Anita Diamant will speak at 7:30 PM at the Town Hall. Her latest book is "The Last Days of Dogtown". On Sunday, November 5th, there will be an afternoon program with Gail Caldwell, the book editor for the Boston Globe. She is a Pulitzer Prize winner and her latest book is "The Strong West Wind". Sunday, November 4, 2007 is the tentative date for a program with Clare Cook who wrote "Must Love Dogs". A suggestion was made to market the programs to local book groups.

Fundraising

Ms. Ruderman discussed the solicitation of local businesses, which typically takes place in April. She suggests a different type of fundraiser since last year's blanket solicitation was not very successful. A suggestion was made to contact some library-friendly business people to assist with the campaign. The consensus was to work on forming a committee and strategizing with them while postponing the actual solicitation until the fall.

Annual Report Flyer for the Public

The trustees reviewed the draft. Their advice was to better group the accomplishments and to make uniform wording in the "Outlook" section. A great deal of discussion centered on the "Money's Worth" chart. Ms. Loud will make revisions.

Friends of the Library

Ms. Ruderman reported that she met with Ms. Fennelly and Mr. Murphy to discuss ways in which the Board could support the Friends of the Library. Their consensus was to suggest that the Friends hire a part-time administrative coordinator on a contract basis. The Friends Board of Directors approved this

suggestion and will proceed with this over the summer. They also discussed book sale issues, including long-term storage considerations.

Other

Ms. Radochia met with Elaine Shea regarding the Margaret Spengler lecture series. She will report more extensively at the May meeting. Ms. Loud distributed list/reports of programs that staff attended at the recent Public Library Association conference. Staff will share with each other at a meeting in the near future.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy; seconded by Ms. Muldoon. The next meeting will take place on Tuesday, May 9th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
March 14, 2006

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the February 21st meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Ms. Radochia. Ms. Fennelly abstained.

Communications

1. A note was received from Page Lindsay thanking the Board for her retirement open house and good wishes. 2. Ms. Loud shared with the Board a notice from the Board of Selectmen dated 2/13/06, unanimously approving the trustees' proposal to create a lecture series in memory of Margaret Spengler. The members thanked Ms. Radochia for her presentation and Mr. Greeley expressed interest in serving on the planning committee. 3. Ms. Loud brought to the attention of the Board a flyer promoting Library Legislative Day which will take place on Wednesday, April 5th at the State House. All trustees were invited to attend. 4. The Board of Selectmen approved the hanging of the library banners on Massachusetts Avenue during the month of April, during which National Library Week is celebrated. 5. Ms. Loud showed the trustees a flyer for an upcoming promotional event regarding the rental of the Robbins Memorial Town Hall Auditorium and the Robbins Library Reading Room for functions. The event will take place on Sunday, April 2nd. 6. Arlington resident Bill Miekle, who performs as a historic re-enactor, offered to do a program as a fundraiser for the library.

Director's Report

The trustees reviewed the written report of the director. Questions were asked regarding software issues, unruly young adults in the library and the hiring of a new Branch Librarian. The library has entered a team in the upcoming "brain bee" sponsored by the Arlington Educational Enrichment Fund. The team, sponsored by the Friends of the Robbins Library, is composed of Katharine Fennelly, Michael Ruderman and Desiree Goodman. The Board wished them well.

FY07 Budget Update

Ms. Loud reported that the Finance Committee had asked for additional information about the library trust funds. The Finance Committee has approved the library budget as submitted. Last week, the Selectmen held a meeting with department heads to discuss the budgets. For this session, Ms. Loud needed to set out implications of a level funded budget and for budgets with ten per cent increases and decreases respectively. Ms. Lacourt asked the library to explore the creation of an endowment. The Finance Committee reserves the right to further reduce budgets depending on costs for employee health insurance and collective bargaining agreements. Ms. Loud will keep the Board apprised of the budget process.

Fundraising

The trustees discussed the status of the foundation. Mr. Murphy will consult the MA Board of Library Commissioners regarding libraries that currently have foundations. Ms. Ruderman reports that the post-card follow-up solicitation was only slightly successful. She raised a fundraising suggestion to have historical library photographs made into colored postcards for sale. Ms. Fennelly made a motion to expend up to $150 for the creation of the postcard; seconded by Mr. Murphy. Passed unanimously. Ms. Loud and Ms. Deal attended the recent Brookline Library fundraising gala. The event included dinner, live music and silent and live auctions. Ms. Loud and Arlington Town Manager Brian Sullivan will meet with the Brookline library director to discuss details concerning the planning of such an event.

Art Work at Fox Branch

A proposal regarding revolving art exhibits at the Fox Branch was re-visited. Ms. Loud had reviewed the existing display policy including information on sales of the art pieces. Brian Sullivan would like to move forward with this project if the details can be worked out. A suggestion was made to try this on a time-limited basis. The Board made a list of questions and issues for Ms. Loud to discuss with the Town Manager. Ms. Ruderman suggested inviting the proposed curator to a trustees' meeting to discuss details and answer questions.

Author Programs

Ms. Deal has had a commitment from Anita Diamant for a program on Thursday, May 25th. She will discuss her new book "The Last Days of Dogtown" and her other books will be available for sale. She has also been in contact with Claire Cook who was amenable to speaking but not prior to October 2007, as she is now involved in writing another book. Ms. Deal left a message for Gail Caldwell who may be interested in speaking in the fall of 2006. She will work out the details with Ms. Caldwell's publicist.

Annual Report Flyer

Ms. Loud passed out copies of those from the last three years as guidelines. Most liked the "accomplishments" section and the "money's worth" comparison. A draft will be presented at the next meeting.

Review of Warrant Article

The article is being prepared by Town Counsel for the creation of a revolving fund to accommodate funds raised from the rental of the library Reading Room.

Friends of the Library Update

Ms. Diminture apprised the Board on the work of the Friends of the Library. A successful mid-winter book sale took place on March 4th. The next sale will take place in September in conjunction with Town Day. The Friends' annual meeting has been scheduled for Thursday, April 27th in the Community Room. A short business meeting with election of officers will be held at 7PM. The current treasurer has agreed to continue in that capacity. The Friends are seeking a new president and secretary. A slide presentation on the Boston Post Roads will follow the meeting. Paul Hogman of the Arlington Historical Society will be the presenter. New members may join the Friends that evening at the new member rate of $10. A meeting of the newly formed program sub-committee will take place on Wednesday, March 22nd. Plans will be made for at least two programs and a fundraising event. A future trustee agenda item will be a discussion of ways in which to support the Friends in their activities.

Other

Ms. Deal reported that on Tuesday, March 28th, the Arlington Historical Society will present a program on Vittoria Dallin. Ms. Fennelly raised a question about the missing sidewalk lights. Ms. Loud explained that replacement lighting is being investigated. Ms. Loud asked the Board to consider an expensive program for middle-school students being proposed by the Russell Fund Coordinator. Ms. Ruderman asked whether similar programs exist at a lower cost which would accommodate a larger number of children. A positive aspect of this would be offering something interesting for a hard-to-attract age group. A test program could be tried next year.

Adjournment

The meeting was adjourned at 9:25 PM on a motion by Ms. Fennelly; seconded by Ms. Muldoon. The next meeting will take place on **Wednesday, April 12th at 7:15 PM.**

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
February 21, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Katharine Fennelly and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and community member Ellen Shea.

Director's Report

Board members reviewed the written report of the director, asking questions regarding Process Improvement Teams that staff have formed to improve customer service and about the recent disruptive/malicious behavior of some young adults.

Finance Committee Liaison

Mary Margaret Franclemont, the library's liaison to the Finance Committee, attended the meeting to discuss the FY07 budget process. The full Finance Committee will review all budgets for approval within the next week. However, depending upon collective bargaining agreements, approved budgets may need further reductions. Ms. Loud asked Ms. Franclemont to convey to the committee that the library is quite busy, with long lines for the public at the circulation desk, many patrons still inquire about the possibility of restoring Sunday hours and others attempt to visit the library on Thursday mornings when it is closed. Ms. Franclemont recommends stressing the accomplishments that the library has made, despite budget reductions. She will keep Ms. Loud apprised of the status of the budget process.

Author Programs

Ms. Deal reported that she has corresponded with representatives for Claire Cook, but has not had a final response. Other possibilities for speakers include Anita Diamant, Gail Caldwell or Allegra Goodman. Ms. Deal will follow up with them. Ms. Muldoon suggested David Hackett Fischer who is a nominee for a Massachusetts Book Award.

Mid-Year Review of Trustee and Administration Goals

Administration Goals/Objectives– Ms. Loud reviewed the progress on these. An exterior lighting plan is being devised with the town's Building and Maintenance Department. Public Works will work on the weed control issue. Bulbs have been

planted in the patio area. The entire circulation desk area is being studied for re-design. The revised public policy manual has been read and signed off on by staff, who will review it periodically. A new account has been set up for the “speed read” collection. The revised collection development plan has been implemented. Applications will be submitted for LSTA (Library Services and Technology Act) grants to promote the online databases and train the public in their use and for curriculum related kits for the elementary schools. The Chamber of Commerce business expo will be repeated. Reinstating computer classes for the public will have to be deferred. An instructional flyer/handout will be substituted. A Teen Advisory Group will be formed under the guidance of Susan McGonagle and Liza Halley. The children’s department monthly newsletter could highlight a database in each issue and a suggestion was made to e-mail the quarterly library newsletter when possible to save postage costs.
Trustee Goals/Objectives – A space consultant may be hired to evaluate space needs and recommend modifications to the internal design. Trustees would like to focus more on the objective of increasing membership in the Friends of the Library. The goal of a joint Trustee/Friends calendar will be modified to describe better coordination with the Friends of the Library. The Internet technology goal will be re-written to update outdated language.

Lecture Series in Memory of Margaret Spengler

Ms. Elaine Shea joined the meeting at this time. Ms. Loud, Ms. Shea and Ms. Radochia attended a recent selectmen’s meeting to express the desire of the Board to create a lecture series in memory of Margaret Spengler. A committee will be formed with representatives from the library (Ms. Radochia), the selectmen, the community (Ms. Shea) and perhaps the League of Women Voters and Human Rights Commission. The committee would then meet to discuss issues of frequency, funding and execution. Perhaps the series could center on topics or themes related to Ms. Spengler’s life. Fundraising for the series also needs to be addressed. Ms. Ruderman suggested the need for an endowment fund to provide seed money and then sustain the series. Ms. Radochia will oversee the formation of the committee and schedule an initial meeting. A status report will be made to the trustees at their May meeting. There will be an effort to keep this series separate from the semi-annual Trustee Author Program.

Fundraising

Follow-up postcards were mailed approximately three weeks ago and there has been a small response to this mailing.

Art Work at Fox Branch

Ms. Loud shared a proposal from the Friends of Fox for fundraising through the display and sale of local art work. A local artist has volunteered to serve as the curator

and the proposal has tentative approval from Town Manager Brian Sullivan and Town Counsel John Maher. The displays would rotate on a monthly basis and a semi-permanent hanging system would be installed at minimal cost. Questions were asked regarding how this fits in with the library's existing display policy, with specific concerns about insurance coverage, scheduling issues, responsibility for ownership of the hanging system and curatorial control. Ms. Muldoon made a motion; seconded by Ms. Radochia, to seek more information on the proposal. Passed unanimously. Discussion will take place again next month.

Other

Based on discussions with John Maher, Ms. Ruderman believes that the composition of the Robbins Library Foundation board should be re-evaluated. More information will be sought from other library foundations.

Brian Sullivan will accompany Ms. Loud on a visit to the Brookline Library to talk to the director regarding their fundraising galas. Such an event is under consideration for the Robbins Library.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Muldoon; seconded by Mr. Castiglioni. The next meeting will take place on March 14th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
January 10, 2006

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

Ms. Fennelly made a motion; seconded by Mr. Murphy, to approve the minutes of the December 13, 2005 meeting. Passed unanimously.

Communications

1. Richard Duffy told Jennifer DeRemer, Head of Adult Services, that he is writing a book entitled "Arlington Then and Now" for the town's upcoming bicentennial celebration. The expected publication date is September and the plan is for a portion of the proceeds from the sale to benefit the library. He would like the Trustees and/or the Friends of the Library to sponsor a kick-off event with him as the speaker. Books would be made available for sale. The consensus of the Board was to support this endeavor in any way, including the sale of books.
2. The New York Times sent a plaque commemorating Branch Librarian Page Lindsay's designation as "Librarian of the Year" by the newspaper. It will be hung in the Fox Branch Library.

Director's Report

The trustees reviewed the written report. Questions were raised about the wireless project, a color coding system for new books, the elevator repair and proposed staffing for the period after the retirement of the Branch Librarian.

FY07 Budget Update

Ms. Loud apprised the Board that she met with the Town Manager regarding the status of the proposed budget. All new submitted requests were eliminated. The Manager's office increased the utilities line item request by $23,500. The line items for microfilm, sound recordings and books have received minimal increases. The repair and maintenance budget has been level-funded.

Fundraising

Effective January 1, 2006, the Robbins Library Foundation is in existence as an incorporated entity. An application has been made to the Internal Revenue Service to declare the corporation a non-profit entity. Approximately $18,000 has been received thus far in response to the recent fundraising solicitation. Ms. Ruderman suggests a follow-up appeal. The development/fundraising sub-committee will meet soon to devise future strategies. Another discussion took place about the use of eTapestry, a fundraising application service provider. Ms. Ruderman will investigate a funding commitment for this from the Gates Foundation. Trustees discussed future funding for this. Ms. Fennelly made a motion; seconded by Ms. Radochia, to appropriate up to $500 to explore the initiation of the eTapestry system. Passed unanimously. A significant number of donations have been received in memory of an Arlington resident who recently died. Ms. Loud is conferring with the family regarding how the money will be spent.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon reported that many allocations remain unspent due to staff shortages in the Adult Services department. Ms. Loud said that this should change soon now that there is a full complement of staff. Technical processing and branch materials line items have been mostly spent down. Non-fiction DVDs have been purchased, circulating art prints have been repaired and the staff recognition money has been spent. A further report will take place at the April meeting. The bulk of staff development funds will be spent to send staff to the Public Library Association Conference in Boston in March.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni distributed a spreadsheet showing Russell Fund spending to date. Approximately one half of the allocation for the year ($40,000) has been spent ($19,168). Categories with funds remaining include YA programs and the coordinator's salary. Ms. Loud reported that there has been a transition period between coordinators and that three programs for young adults have now been scheduled. The amount remaining for the fiscal year is $20,831.45.

Policy on Trust Funds

Ms. Muldoon led a continued discussion of the trust fund policies. A question before the Board is how to configure the spending of endowed funds that have no expressed limitations. She informed the other trustees that the Massachusetts legislature passed the Massachusetts Uniform Principle and Income Act on January 1, 2006. Its provisions may impact many of the library's trusts and Ms. Muldoon feels that the Board should defer any policy statement until the provisions of the legislation are

clarified. Ms. Loud offered several suggestions for projects that could make use of these funds, such as space planning for the audio-visual collections, circulation desk improvements/redesign to address repetitive motion issues, possible security system replacement and matching funds for LSTA grants for which the library is planning to apply.

Mid-Year Review of Trustee and Administrative Goals

This topic was deferred until the February meeting.

Annual Report

Ms. Loud distributed a draft of the annual report. Mr. Murphy suggested the inclusion of a table(s) comparing service statistics to budget and personnel figures. Ms. Fennelly made a motion; seconded by Ms. Deal, to approve the annual report. Passed unanimously.

Community Room Use

There was a request from an individual to use the Community Room to conduct free classes relating to Ralph Waldo Emerson. The Board agreed not to make an exception to the meeting room policy, but will continue to decide on policy exceptions on a case-by-case basis, at the request of the library director.

Author Program

Ms. Deal will report on this at the February meeting.

Memorial Recognition

The concept of a lecture series in honor of Margaret Spengler will be brought before the Selectmen. Ms. Loud will secure a position on the agenda and Ms. Radochia will make the presentation.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

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